PM 1.14/3:990-2/inst.88
Federal Personnel Manual Sy...

R

Federal Personnel Manual System

Supplemen

990-2

Hours of Duty, Pay, and Leave, Annotated

United States
Office of
Personnel
Management

ATEMP12162A

READEX FICHE best copy available

FPM Supplement 990-2

Hours of Duty, Pay, and Leave, Annotated

Consolidated reprint, complete through Installment 88
Office of Personnel Management • Federal Personnel Manual System

October 1990

Ordering Information

Federal Agencies and Departments Through GPO Rider System

To procure **updates** of FPM Supplements or the Basic FPM and new Supplements, agencies and departments must order through their agency's Washington, D.C. Headquarters Printing Officer, who will place an annual order (SF-1) prior to each fiscal year, through the Departmental Account Representative Division, GPO, Washington, D.C. 20401. Field or regional offices must coordinate their requirements with their Washington, D.C. area headquarters printing officer because GPO will return requests sent directly from field or regional offices when ordering through this source.

Private Sector and Federal Agencies and Departments (Including Their Field Activities) Through U.S. GPO Superintendent of Documents

To procure the initial volume of each Basic FPM or Supplement, and all updates for an indeterminate period, orders must be sent to: U.S. GPO, Superintendent of Documents, Washington, D.C. 20402. Orders may be placed at any time. The subscription will include material published to date in addition to updates as they are issued.

FPM Supplement 990–2

Hours of Duty, Pay, and Leave Annotated

Contents

◆ Book 530. Pay Rates and Systems (General) ◆

Book 531. Pay Under the General Schedule

Book 536. Grade and Pay Retention

Book 550. Pay Administration (General)

Book 591. Allowances and Differentials

Book 610. Hours of Duty

Book 620. Alternative Work Schedules

Book 630. Absence of Leave

Book 530

PAY RATES AND SYSTEMS (GENERAL)

Contents

SUBCHAPTER S1. **(Reserved)**

SUBCHAPTER S2. **(Reserved)**

SUBCHAPTER S3. Special Salary Rates for Recruitment and Retention

- S3–1. Introduction
- S3–2. Definitions
- S3–3. Basic Authority and Program Responsibility
- S3–4. Identifying an Initial or Continuing Need for Special Salary Rates
- S3–5. Submitting a Formal Special Rate Request
- S3–6. Program Maintenance

APPENDIX A. Worksheet for Review of Special Salary Rates, OPM Form 1397

APPENDIX B. Survey and Analysis of Non-Federal Rates

APPENDIX C. Determining Employees Rates

APPENDIX D. Special Salary Rate Schedules

★★

Subchapter S3. Special Salary Rates for Recruitment and Retention

S3-1. INTRODUCTION

a. **Purpose.** This subchapter provides program guidance and information for the administration of the general authority under 5 U.S.C. 5303 to establish special minimum rates and rate ranges based on recruitment or retention difficulties attributable to higher non-Federal pay. It provides guidelines and instructions for use by departments and agencies in requesting the establishment of special salary rates and in adjusting pay for eligible employees.

b. **Nature of Program.** The General Schedule is not designed to respond to local or regional pay differences, nor is it capable of responding to geographic variations of relative occupational value. The General Schedule is a Government-wide pay schedule. ★★ Most agencies in most locations are able to achieve reasonable recruitment and retention of well-qualified personnel using the regular salary schedule.

Periodically, however, labor market forces create situations that cause agencies increasing difficulty in filling their staffing needs. When these significant staffing problems occur and when it can be shown that the cause of the problem is higher rates of pay in the non-Federal sector, use of the special salary rate authority should be considered.

S3-2. DEFINITIONS

Terms used in relation to the special salary rate program are as follows:

a. *Occupational group* is a major subdivision of a schedule. Each occupational group embraces generally several series of classes in associated or related occupations, professions, or activities within the same schedule. Example: the Engineering and Architecture group, GS-800.

b. *Series* means a subdivision of an occupational group, consisting of one or more classes of positions similar in a specialized line of work but differing in difficulty or responsibility of work or qualification requirements, and therefore in grade and salary range. Example: Dietitian series, GS-630.

c. *Class* or *class of positions* means all positions which are sufficiently similar in (a) kind or subject matter of work, (b) degree of difficulty and responsibility, and (c) qualification requirements of the work, to warrant similar treatment in personnel and pay administration. Example: all clerical positions at the GS-5 level, or all secretary positions, GS-318-5.

d. *Subdivision of a class* means a position or group of positions which has identifiable knowledge and skill requirements which distinguish it from other positions in the class. Example: a specialty group within a series at a particular grade level: GS-11 Mechanical Engineer who performs emissions control work.

e. *Area* means a geographical subdivision which can be described in terms of boundaries—such as a city, a metropolitan statistical area (MSA), a county, several counties, a State, or the United States.

f. *Location* means a specific place of employment within an area—for example, a particular shipyard or hospital.

g. *Numerical rank* means (1) a numbered step or rate of a grade of the General Schedule; (2) a numbered step or rate within the minimum and maximum pay range for a position of physician, dentist, or nurse in the Department of Medicine and Surgery of the Veterans Administration; (3) a rate within a class for a position under the Foreign Service Act; or (4) a similar numbered step or rate within a special rate range established under any of the enumerated pay systems. Example: GS-5, step 4; the numerical step or rank is 4.

h. *Special salary rate range* means a range of rates established by OPM under section 5303 of title 5, United States Code, ★★ Executive Order 11721, as amended, ◆ and Part 530 of the Code of Federal Regulations. ◆

i. *Special salary rates* means rates within the special salary rate range and includes the *special minimum rate*, which is the first rate of the special salary rate range.

S3-3. BASIC AUTHORITY AND PROGRAM RESPONSIBILITY

a. Legal basis.

(1) *Law*. Section 5303 of title 5, United States Code, authorizes the President to establish special salary rates when two conditions exist. First, the Government must be handicapped significantly in the recruitment or retention of well-qualified individuals in one or more occupations in one or more areas or locations. Second, this staffing problem must be caused by non-Federal salary rates that are substantially higher than statutory rates of pay for comparable occupations.

Special salary rates may be authorized for positions classified under the General Schedule, the Department of Medicine and Surgery System in the Veterans Administration, and the Foreign Service Act System.

> Note: Special schedules and rates may also be authorized for positions under the Federal Wage System (FWS). Special rates for FWS positions are established under the general legal authorities applicable to the FWS program. Refer to FPM supplements 532–1 and 532–2 for information regarding special schedules and rates for FWS positions.
>
> ◆ In addition, the Veterans Administration may use other authorities to establish and pay special salary rates. Special salary rates may be established for (1) Department of Medicine and Surgery General Schedule employees providing direct patient care or services incident to direct patient care under 38 U.S.C. 4107(g), (2) employees who are Veterans Administration police officers providing services under section 218 of title 38, and (3) nurses and certain other employees of the Department of Medicine and Surgery appointed under chapter 73 of title 38, United States Code. ◆

(2) *Executive order*. Section 301 of Executive Order 11721, as amended, delegates to OPM the authority conferred upon the President by section 5303 of title 5, United States Code.

b. General Administrative and Program Responsibility.

(1) *OPM*. The Office of Personnel Management is responsible for administering the program and carrying out the staff and operating functions involved in:

(a) developing and issuing basic policies, regulations, procedures, and instructions for the program;

(b) considering proposals for increased rates submitted by agencies;

(c) specifying the occupational and geographic coverage;

(d) establishing, adjusting, and cancelling special salary rates;

(e) conducting an annual review of each authorized special salary rate schedule; and

(f) advising agencies and providing interpretations regarding the regulations, instructions, and administration of the program.

(2) *Departments and agencies*. Agencies are responsible for initiating requests for special salary rates and for responding to the request for staffing and salary data in connection with the annual review of special salary rates. Prior to forwarding a request to OPM, the agency should first satisfy all of the following requirements:

(a) Exhaust all remedies which could reasonably be expected to relieve or overcome the recruitment or retention handicap, including, as appropriate, use of direct hire authority, use of job redesign, improvement of working conditions, establishment of special training programs, use of recruiting authority, use of employment services, use of college or school placement services, and consultation with the register-holding OPM office. (See S3–4c for further discussion of these and other alternate remedies);

(b) Consult and coordinate with other Federal agencies having positions covered in the initiating agency's request. (See S3–4f for further discussion of this requirement.)

(c) Obtain necessary approval for initiating the request from higher agency authority, as required. (All requests must be submitted to OPM's central office through the agency's headquarters office. See S3–5);

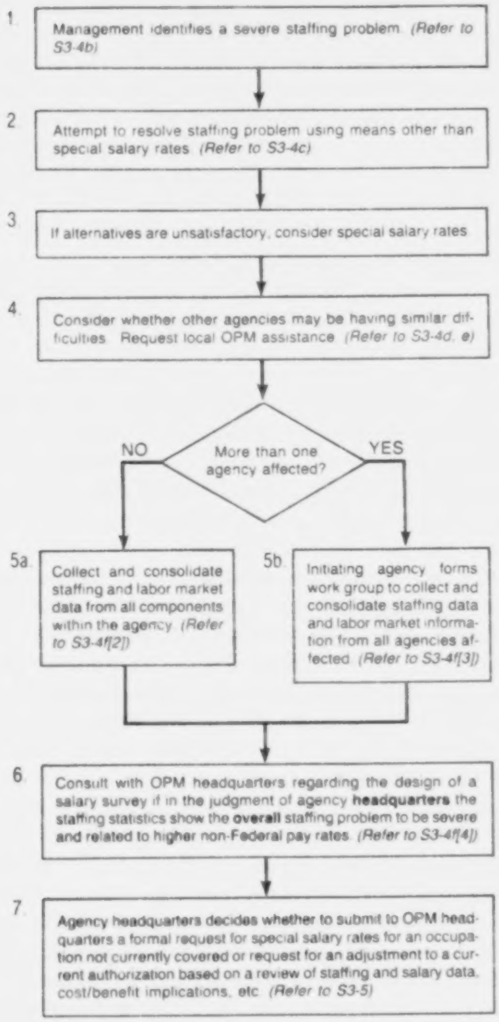
(d) Present clear evidence that it is higher non-Federal salaries being paid for similar occupations which is the major contributing factor causing the staffing problem and not other factors such as the cost of living, environmental factors such as geographic location, or higher pay for unrelated work in the Federal or non-Federal sector.

S3–4. IDENTIFYING AN INITIAL OR CONTINUING NEED FOR SPECIAL SALARY RATES

The exhibit on page 530–5 provides a simplified flowchart of the procedures described in this section.

a. **Definitions.** The law governing special salary rates and the implementing Executive order make it clear that special salary rates may be properly considered only when all of the following criteria are met: The Government is *handicapped significantly* in its recruitment or retention of *well-qualified* personnel; non-Federal employers in the same labor market are paying salaries *substantially above* the pay rates of statutory pay schedules; and a causal relationship can be established between these two factors. The key words in this requirement are described following the exhibit.

Identifying an Initial or Continuing Need for Special Salary Rates


1.
Management identifies a severe staffing problem. *(Refer to S3-4b)*
2.
Attempt to resolve staffing problem using means other than special salary rates. *(Refer to S3-4c)*
3.
If alternatives are unsatisfactory, consider special salary rates.
4.
Consider whether other agencies may be having similar difficulties. Request local OPM assistance. *(Refer to S3-4d, e)*
NO
More than one agency affected?
YES
5a.
Collect and consolidate staffing and labor market data from all components within the agency. *(Refer to S3-4f[2])*
5b.
Initiating agency forms work group to collect and consolidate staffing data and labor market information from all agencies affected. *(Refer to S3-4f[3])*
6.
Consult with OPM headquarters regarding the design of a salary survey if in the judgment of agency **headquarters** the staffing statistics show the **overall** staffing problem to be severe and related to higher non-Federal pay rates. *(Refer to S3-4f[4])*
7.
Agency headquarters decides whether to submit to OPM headquarters a formal request for special salary rates for an occupation not currently covered or request for an adjustment to a current authorization based on a review of staffing and salary data, cost/benefit implications, etc. *(Refer to S3-5)*

(1) *Handicapped significantly.* It may be that even extensive recruitment efforts do not result in the filling of an adequate number of positions, or of crucial positions, within a reasonable period of time. Or, employees already on the rolls may be leaving to take comparable or lower-skilled non-Federal positions so frequently that the Federal employer cannot maintain a staff as experienced as agency operations require. Handicapped significantly means in essence that the extent or nature of vacancies and/or turnover has a harmful effect on the satisfactory and timely accomplishment of program responsibilities.

Except under highly unusual circumstances, special salary rates will not be considered unless vacancies exist for the occupation(s) in question at the time of the special salary rate request. Also, unless there is a retention problem caused by higher non-Federal pay, special salary rates may not be authorized where their only use would be to increase the pay of an adequate staff of present employees in hopes of preventing them from leaving.

(2) *Well-qualified personnel.* This term means persons (either candidates for employment or present Federal employees) who are judged to be *more than minimally qualified,* as defined in the appropriate qualification standards, for the positions and grade levels under consideration. They are considered capable of making a positive (not limited) contribution to the accomplishment of agency objectives, without requiring ★★ ◆ an unusual amount of ◆ training or supervision.

(3) *Substantially above statutory pay rates.* A judgment that non-Federal pay rates are "substantially above" statutory pay rates means essentially that a dollars-and-cents difference exists which, in the context of typical pay and promotion practices for the occupation under consideration, is sizable enough to draw personnel from one employer to another. For an occupation with a wide range of possible pay rates,the Federal/non-Federal salary difference may reach 20 or 25 percent before it affects staffing. However, for an occupation where the traditional scale is virtually a single rate, and with a limited supply of qualified potential applicants, a smaller pay difference could be sufficient to cause ◆ staffing ◆ problems. In all cases, it is very important to establish a connection between pay differences and staffing difficulties. Even when pay differences are sizable, high local unemployment, a surplus of qualified candidates or other factors may enable the Federal Government to compete successfully for needed personnel. Where staffing needs are being met, special salary rates are not appropriate.

b. **Staffing problems.** There are several types of staffing problems that can be addressed through special rates:

(1) *Recruitment difficulties*. This is the most common basis for authorizing special salary rates and occurs when agencies are unable to fill new positions or to replace former employees in a timely manner. Depending on the condition of the labor market and the competitive salaries, it may take several months to fill each position; this may be a critical handicap to the agency or it may simply be an inconvenience depending on the type of occupation and the total number of vacancies to be filled.

(2) *Retention difficulties*. All organizations have some employee turnover. The rate of turnover is dependent upon several factors, including the average age of employees and the length of their employment, transportation availability, family responsibilities, supervisory relationships, working conditions, competitive pay rates, etc. Two or more factors may compound retention problems or create cyclical fluctuations (such as at the beginning and end of the school year). In some occupations, after a certain amount of experience, employees may "qualify" for higher paying positions with other employers. In cases like this, Federal agencies become, in effect, training facilities for other employers.

(3) *The revolving door*. Sometimes agencies have continuing losses of experienced personnel but are able to hire all the entry-level employees they need, except for a few outstanding vacancies. While other factors may be involved, this may indicate that the Federal full performance pay rate is too low, and special salary rates may be warranted if there is significant disruption in the services provided by the agency. This circumstance may also lead to a staffing situation where the majority of the employees in a given occupation have only entry-level skills. Depending on the occupation, this could be a serious hindrance to mission accomplishment.

(4) *Inability to hire or retain well-qualified employees*. Because of labor market conditions for some occupations, agencies may not be able to hire enough well-qualified applicants even though they have little trouble hiring minimally or marginally qualified employees. Agencies may find that these minimally qualified employees require considerable training and experience before they can be productive. Performing a cost benefit analysis of this situation may show that such training would be very expensive and would seriously handicap the quality of service provided.

The labor market may not have enough people with the desired qualifications, or persons with the desired qualifications may command higher pay from other employers. Only in the latter case may special rates be considered, and then only if the agency can show that the existing situation seriously handicaps the agency's ability to fulfill its program responsibilities.

c. **Alternate Solutions.** Before concluding that special salary rates are needed to resolve a particular staffing problem, there are a number of alternatives that the agency should consider. Use of any or a combination of these alternatives could serve to lessen the staffing problem.

(1) *Job Redesign*. Sometimes a particular position is hard to fill because the pool of available candidates lacks a particular qualification which could be eliminated from the job requirement by redesigning the position. Conversely, there may be a pool of candidates who possess more than the minimum qualifications, and so can find work at a higher level in private establishments at higher salaries in recognition of the higher skills or experience. If the agency can find a reasonable alternative by transferring certain higher skilled duties to other related positions, it is possible that persons of slightly lesser or greater skills may be utilized.

(2) *Internal Training*. Sometimes the supply of well qualified persons within a reasonable commuting radius is not sufficient to meet the needs of both the Government and the private sector. Private establishments have greater pay fixing flexibility and so may solve the problem by paying higher salaries which attract the applicants available. Where agencies possess the capability, in terms of facilities, materials, qualified instructors and time, they can usually meet their needs for qualified personnel at the entry level by designing training programs for employees already on the rolls. Frequently a training program will provide the agency with qualified candidates before attempting to recruit outside the agency. In fact, sometimes training employees to do other work may be the only viable solution. There is, however, a cost-benefit factor to consider. It may be less expensive to raise pay than to train under-qualified employees.

(3) *Working Conditions*. The special salary rate program is not intended to compensate for undesirable working conditions. Agency management is responsible for providing the kind of work environment which is conducive to personal safety and reasonable comfort. If unsatisfactory working conditions stemming from substandard facilities, equipment, interpersonal relationships or environmental factors are found to be

the underlying cause of a staffing problem, agency management must, to the extent feasible, correct the unsatisfactory working conditions before requesting special salary rates.

(4) *Recruiting Authority.* Occasionally agencies may find that they cannot fill their vacancies using their usual recruitment methods since these methods prove to be insufficient to attract qualified candidates in a given area. An agency should request recruiting authority when it appears that expanded efforts (such as the use of paid advertising and employment services) are needed to bring the vacancies to the attention of the appropriate audience.

(5) *Direct-Hire Authority.* If normal recruitment and selection procedures are not providing sufficient numbers of qualified candidates to meet agency staffing needs, the agency may request direct-hire authority from OPM (refer to FPM chapter 332, appendix D). Direct-hire authority allows the use of streamlined examining and hiring procedures that enables the agency to make "on-the-spot" offers of employment to eligible candidates who may otherwise be lost to non-Federal employers.

(6) *Delegation of Examining Authority.* Agencies that have hard-to-fill jobs may find it advantageous to enter into a delegation agreement with OPM or to establish a special examining unit (SEU) to conduct all or part of the competitive examining process necessary to staff those jobs in the competitive service. While not all jobs meet the criteria for delegation (refer to FPM chapter 331), for those that do, agencies may find that an examining delegation or SEU will provide them with the expedited examining process necessary to alleviate their staffing problems.

(7) *Use of Part-Time, Seasonal, On-Call, Intermittent or Temporary Employees.* Government positions are often assumed to be full-time and permanent both by Government managers and the general public. Agencies should be sure to consider filling their jobs with persons available for the above types of appointments in order to meet their staffing needs. Job redesign may be necessary here as well in order to utilize the skills of otherwise qualified persons who can only work less than full-time or on a temporary schedule.

(8) *Noncompetitive Appointments.* Agencies should not overlook the many noncompetitive appointing authorities available which provide both additional recruiting sources and an expedited means of hiring qualified persons. Schedule A appointments (refer to FPM chapter 213) are most appropriate for filling jobs on a temporary basis; for example, during times of the year when there are peak workloads. Schedule B appointments can provide a source of permanent employees, especially the cooperative education appointing authorities (FPM chapter 308). Other likely sources of candidates for noncompetitive appointments are Vietnam Era Veterans, disabled veterans, and present and former Foreign Service and Peace Corps personnel. In addition, agencies should consider persons registered in OPM's Displaced Employee Program and Interagency Placement Assistance Program.

(9) *Payment of Travel and Transportation for Preemployment Interviews or to First Post of Duty.* Under the circumstances and conditions outlined in FPM chapter 571, agencies may pay an applicant's travel and transportation expenses for preemployment interviews or to first post of duty. This is a useful tool to have when recruiting outside the local area; for example, at conventions. While prior OPM approval is sometimes required, OPM can make a decision more expeditiously on requests for such actions than is possible with requests for special salary rates.

(10) *Superior Qualifications Appointment Authority.* Section 5333 (a) of title 5, United States Code, as implemented by 5 CFR 531.203 (b), permits agencies to appoint employees at rates above the minimum rate of the grade for positions at GS–11 or above with the approval of OPM when a candidate has unusually high or unique qualifications or when the Government has a special need for his or her services. (See FPM chapter 338, subchapter 6.) This authority has been delegated to some agencies. Rather than requesting a special salary rate for an individual, an agency may consider using this authority for a candidate with superior qualifications.

(11) *Payment of Educational Expenses.* Paying the educational expenses of employees is sometimes a significant recruitment and retention incentive used by non-Federal employers. Agencies should determine to what extent paying educational expenses would alleviate their recruitment or retention problems, and, if so, should consider paying all or part of the educational expenses of their employees from funds appropriated or otherwise available within the limitations described in FPM chapter 410. Here again, however, is the need to consider the cost/benefit of this approach in relation to the cost of other options.

d. **OPM Assistance.** As a staffing problem begins to emerge, the agency may recognize that neither the normal procedures nor the special efforts described above are sufficient to satisfy their hiring or retention needs. At this time the agency should contact the local

OPM area or regional office to review the efforts already taken, and explore any further alternatives to resolve the staffing problem. Agencies are encouraged to consult with OPM headquarters at any stage of the data collection process. Consultation with OPM is *required* before an agency initiates a formal salary survey of non-Federal pay rates. If the problem appears to be nationwide, or if it appears that the authorization of special salary rates is the only viable solution to the staffing problem, agency headquarters should follow the procedures outlined in the following sections.

e. **Agency Records.** It is a basic personnel management responsibility of Federal employers to keep abreast of their staffing situations and to take positive action to ensure smooth, efficient agency operations. To ensure the early identification of problem occupations requiring special assistance, agencies should regularly monitor their basic staffing and turnover statistics. Special salary rates may be authorized only when agency staffing data show a significant staffing problem due to higher non-Federal rates. Since historical staffing data (usually covering at least 1 year) must be presented, it is the agency's obligation to maintain, within normal management operations, accurate records which show for those occupations for which staffing problems exist, numbers of employees on the rolls; vacancies; losses; the reasons given for quits; certificates requested; and offers made, rejected and accepted. An agency may wish to keep long term trend data on a number of occupations considered important to agency operations. (See appendix A of this subchapter for OPM Form 1397 which shows the specific data needed to support a request for special salary rates. This form is also used to report data for the annual review of special salary rates.)

f. **Intra-Departmental/Agency and Interagency Coordination.**

(1) *Introduction*. Special salary rate authorizations or new requests often will cover more than one agency and may cover more than one organizational component of a single agency within the geographic coverage of a current or proposed special salary rate schedule. In these situations it is necessary for OPM to obtain the consolidated staffing and other data from each Federal agency with positions covered by a current special schedule or from each agency whose positions would be covered by a new schedule if approved. The paragraphs that follow outline both the needed intra/interagency coordination and the OPM-agency interaction that will facilitate the collection of the necessary supporting data and result in faster action on new special salary rate requests and in completing the annual review.

(2) *Special Salary Rate Authorizations and New Requests Within One Agency.*

(a) The first requirement in deciding whether to request special salary rates for position(s) not currently covered by an authorization, or to continue or adjust the levels of a current authorization is for the department or agency headquarters to reach a judgment that staffing conditions within its own organizational components are so severe as to be creating significant management problems. In this regard, agency headquarters staff must collect and analyze all the pertinent staffing, labor market and other data from all of its various organizational components within the proposed geographic coverage of the potential special salary rate request or current authorization. (You may use OPM Form 1397 for this purpose.) For example, for purposes of this analysis, the Department of Defense will be considered a single department, and it will consolidate the data from each of the individual services and other Defense activities and make a single special salary rate recommendation.

(b) At this point in the process, however, no formal salary surveys are to be undertaken without prior consultation with OPM's central office. (See S3–4f(4).) Published data such as Bureau of Labor Statistics surveys or other publications available to the public may be obtained and used as indicators of the relative competitive situation faced by the agency in the labor market.

(3) *Coordination With Other Agencies*. The following applies to both new special salary rate requests and current multi-agency special salary rate authorizations.

(a) In addition to the requirements outlined above, further agency coordination is required when more than one agency within a specific geographic area has positions which could potentially be included in a proposed special salary rate request or which are covered by a current special rate authorization. For new requests, the initiating (or lead) agency must obtain and prepare a listing of all Federal facilities within the proposed geographic area to be covered by a potential special salary rate request, along with an estimate of the number of employees in each occupation proposed for special salary rate coverage. The initiating agency headquarters staff must then consult with OPM's special salary rate office for the purpose of reaching a mutually agreeable approach to data collection from other agencies, including the design of a salary survey. Where a lead agency has not previously been designated, OPM will designate a lead agency to coordinate the collection of data for both new requests and for the annual review. Agencies other than the lead agency who want to increase the rates of a current authorization should first consult with the lead agency.

(b) Generally, agencies are advised to follow the procedures below in handling the review of multi-agency authorizations and new requests.

1. Under the direction of the OPM-designated lead agency, agency staff should, through a coordinated effort or a formal work group, collect necessary *staffing* data from all agencies with positions covered by the special rate authorization or new request.
2. The lead agency must consult with OPM headquarters (see S3–4f(4) below) to design the *salary* survey. Other agencies will be expected to provide assistance where needed in the data collection process.
3. The work group should ensure data consistency.
4. The lead agency should distribute copies of the consolidated staffing report and summary of the salary survey to all agencies involved in the special salary rate authorization or new request. The affected agencies will use this summary information to determine their independent recommendations as to the salary level of a new request or for adjustments to the currently authorized special salary rates.
5. Each agency's field activity should forward staffing data and special salary rate recommendations (including a consolidated report for all of its local components) through channels to its agency headquarters. Agency headquarters will consolidate the data from each of its local components, will reconcile differing special salary rate recommendations, and will produce a *single* recommendation for its department or agency. (Agency headquarters should refer to S3–5 for the next step in this process).

(c) Agency Work Groups: In order to handle the workload more efficiently, ad hoc work groups should be established to coordinate the collection of data on occupations covered by multi-installations/agencies. In those locations where Federal Executive Boards or Federal Executive Associations exist, some of the agency coordination function could be handled by these groups.

(d) Generally, agency work groups should function as follows:

1. Coordinate the collection of *staffing* data from all affected agencies and resolve data discrepancies. In general, this involves ensuring that the staffing data for each agency can be "tracked" properly; that is, the initial staffing figures, increased by the new hires, and diminished by the losses, match the ending staffing figures. Where different agencies have widely differing experiences, the work group should identify the reasons for the differences. Use OPM Form 1397 (the form in appendix A of this subchapter) for both individual agency submissions and a consolidated summary of the data on all agencies for each authorization or new request. A copy of OPM Form 1397 completed to show the staffing statistics of the local installation(s) must be sent through channels to agency headquarters and must be accompanied by a separate Form 1397, as completed by the work group, that provides an overall summary of staffing experiences for the authorization or new request. This will provide each agency's headquarters with an additional perspective showing the full dimension of the staffing situation at the local level.

2. Coordinate the collection of competitive *salary* data. For purposes of the annual review, OPM-designated lead agencies may begin this coordination process as soon as the annual review has been officially initiated (see S3–6b for a full discussion of the annual review process). For new requests, however, no formal salary surveys will be conducted until agency headquarters staff believe the request is warranted and have consulted with OPM on the design of the salary survey. (See S3–4f(4) for a discussion of the procedure for agencies to follow before collecting competitive salary data. Refer also to appendix B for a detailed discussion of the salary data collection process itself.)

3. Obtain labor market information that has a direct bearing on Federal agencies ability to meet staffing needs and to maintain a well-qualified workforce. This includes such items as: supply and demand; local economy (is it expanding, contracting, or remaining stable?); Federal staffing (is it expanding, contracting, or remaining stable?); need to resort to extraordinary recruiting efforts to maintain staff; other aspects of the local competitive market.

4. Each agency or department headquarters must prepare its own recommendations for inclusion on

OPM Form 1397 regarding the establishment of, or adjustments to, the special salary rate schedule.

4. *Coordination with OPM Central Office*. If as a result of the agency headquarters' analysis of staffing, labor market and other factors as outlined above, it is determined that special rates may be warranted, agency headquarters must consult with the Allowances and Special Rates Division in OPM's central office on the design of the salary survey.

(a) If only one department's or agency's facilities are involved, OPM staff will work with agency staff in designing a salary survey and arranging for collection of the necessary data. The department or agency will then be responsible for collection of all necessary supporting data and sending a request for special salary rates, along with the required agency certification letter, to OPM's central office.

(b) If more than one agency is involved, OPM will designate a lead agency which will be responsible for conducting the salary survey for the specific new request or authorization. The lead agency will be responsible for distributing copies of a consolidated summary of the salary survey to all agencies involved. The affected agencies will include this information in their annual review or new request reports and use the summary information to determine their independent recommendations. ("Raw" data gathered during the salary survey must be sent directly to OPM. In order to protect the confidentiality of the non-Federal pay data collected, only OPM and the lead agency will have access to all of the raw salary data collected. Refer to appendix B for additional details on how to conduct the salary survey.)

S3–5. SUBMITTING A FORMAL SPECIAL RATE REQUEST

a. **General.**

(1) Investigation of staffing situations and special salary rate possibilities may be initiated by any Governmental unit with a responsibility for effective personnel management, including departments and agencies, and OPM's central office or regional offices. Normally, requests are initiated by agencies.

(2) Before a formal special salary rate request is prepared, it should be verified that the staffing difficulty cannot be resolved by changes in the work environment, in workforce utilization, or in recruitment methods (See S3–4c). Since the use of special rates is an exception to the regular General Schedule basic pay rates, they are not authorized unless fully justified.

(3) The special salary rate authority is intended to serve the interest of management, i.e., to help minimize salary competition as a hindrance to effective staffing so that essential Federal programs may be managed in a productive and economical manner. Special salary rates are *not* established.

(a) For the sole purpose of giving employees a pay raise;

(b) In recognition of cost of living factors;

(c) Solely to match non-Federal rates of pay (when Federal staffing is not adversley affected);

(d) To equalize the pay rates of employees not covered by special salary rates with the rates of employees who are covered; or

(e) To prevent potential staffing problems from occurring (a staffing problem must first exist).

(4) For multi-agency requests, the headquarters office of each agency must determine whether there is a need for special salary rates for their facilities and whether the agency wishes to be included or excluded from the proposed authorization. Each office must submit a letter to OPM stating that it does or does not wish to be covered by special salary rates, even if special salary rates are authorized for other agencies. Failure to submit such a letter will result in an automatic exclusion from the authorization.

b. **Procedures for Transmitting a Formal Special Rate Request to OPM**

(1) *Departments and Agencies*.

(a) All requests, whether for a new schedule or for adjustment of an existing schedule, must be transmitted to OPM's central office through the agency's headquarters office. All requests must be submitted to the Associate Director, Compensation Group, United States Office of Personnel Management, Washington, D.C. 20415. *OPM will not act on a request for special salary rates unless it is complete*. The following paragraphs describe in detail each of the components of a complete request.

(b) *Each request must include a certification* by the head of the agency or department that the special salary rates are necessary to ensure staffing adequate to the accomplishment of the agency's mission and that funds are available to cover the increased expenditures for salaries and benefits that would result from approval of the request. (If the special salary rate request covers fewer than

200 employees and would increase annual salary costs by less than $200,000, this certification may be provided by a headquarters official designated to act on behalf of the head of the agency or department.)

(c) The agency's headquarters is responsible for the accuracy of the staffing and other supporting data submitted to OPM. OPM Form 1397 (appendix A) shall be used to submit the data required to justify a new special salary rate request or an adjustment to an existing authorization. Conflicting special salary rate recommendations received from local components must be resolved at headquarters level.

(d) Depending on the facts and circumstances of a specific request, an agency may want to consider requesting special salary rates for a fixed period of time, e.g., 1 year, with automatic expiration unless extension is requested and fully warranted. This approach could be used, for example, when it is necessary to deal with a relatively short-term problem, i.e., about 1 year, caused by pay competition.

(e) The agency's special salary rate request must cover the points that follow. Use OPM Form 1397 to record the necessary information.

1. The proposed occupational coverage by series code, grade(s) and official title (refer to S3–5c(1) for guidance on how to determine occupational series coverage);

2. The proposed geographic coverage of the higher rates (refer to S3–5c(2) for guidance on how to determine geographic coverage);

3. Detailed information on the staffing difficulties that prompted the request, how these difficulties have affected mission accomplishment, and attempts the agency has made to alleviate the problem;

4. The special minimum rate proposed for each grade level to be covered, and how the proposed rates relate to non-Federal rates which were determined by means of a formal salary survey (refer to S3–5c(3) for guidance on determining special salary rate levels);

5. The estimated additional salary costs for both filled positions and outstanding vacancies, on the assumption that all vacancies will be filled. This should be computed by first determining the dollar amount difference between the proposed rate and the current *regular* rate and by multiplying this result by the number of *authorized* positions for each grade level for which special salary rate coverage is proposed.

6. Any offsetting savings that would result if all authorized positions were filled, turnover was reduced to a normal level for the occupation, and there was no need to make extraordinary recruiting efforts. (Keep in mind that in particularly hard-to-fill occupations extraordinary recruiting efforts frequently need to be continued even after special salary rates are authorized). Such savings could result from less or no further need to resort to using overtime or to contracting-out work, lower advertising costs, fewer uniform replacement costs, less of a recurring need for security clearances, less need to train replacements, increased productivity, and the like. In all cases, indicate how savings were calculated. For example, if there were no further need to actively recruit, the costs associated with recruiting would be counted as savings. At a minimum, this would result in an office saving the travel expenses of its recruiters. Because the recruiters would now be available to perform the mission-related work directly, this could also result in increased productivity with no overall increase in resources. To the extent these savings could be quantified they would offset the increase salary costs associated with the proposed special salary rates. As another example, a decreased turnover rate could result in savings in the costs associated with, for instance, the disruption to on-going projects, the loss of investment in trained staff, the increased cost of training replacements, and the like. A realistic monetary value should be placed on these costs as well.

7. An indication of whether or not the higher rates will have any impact on the total number of positions to be filled in the agency in the geographic area to be covered by the higher rates. (Budget limitations might not permit filling all outstanding vacancies because of the additional costs resulting from the higher rates.)

(f) The data shown on Form 1397 should cover a period of time adequate to demonstrate the extent of the staffing problem—usually 1 year, but never less than 6 months. *It must be current to within 60 days* of the formal submission of the request to OPM. (In this regard, it may be necessary to update the staffing statistics from the time they were originally collected before forwarding the request to OPM.) The agency should take care to ensure that the staffing data are consistent, and explain any discrepancies. The agency may also show anticipated future needs for the occupation(s).

(g) Special care must be taken to ensure that the reasons for leaving the Federal service are properly identified. Agencies may wish to review their exit interview programs to assure that they are yielding usable information. An effective exit interview program helps management identify problem situations that are leading to turnover and to determine corrective actions to be taken. One of these actions could be to request special salary rates; however, other management problems require other solutions. A "quit for higher pay" should be shown only when an employee quits for higher pay to take a non-Federal job involving the same basic type and level duties as those performed with the agency. Leaving for a more difficult and responsible non-Federal job is not a "quit for higher pay"; it is a "promotion" outside the Federal service. "Quits for higher pay" does not include situations where the employee left for a higher paying Federal job (for example, a job in the Federal wage system).

(2) *OPM Offices*

(a) OPM regional and area offices can provide valuable assistance on staffing needs through early identification of staffing difficulties, providing information on certification activity and register status, and by providing coordination of interagency recruitment efforts.

(b) OPM central office is responsible for advising agencies on the proper method for submitting staffing, salary and other data from all affected agencies. The central office reviews and evaluates the agency's request and makes final decisions on special salary rate recommendations received from agencies.

c. Coverage of the Special Salary Rate Request

(1) *Determining Occupational Series Coverage.*

(a) Special salary rate actions are usually triggered by significant staffing and salary competition problems with one or a few related occupations or with some specialization within an occupation. However, the possible impact of special salary rates on related occupations or specializations must be examined, and consideration given to their inclusion in the special salary rate request, if warranted. However, special salary rates may not be approved for related series or related specialties within a series unless each series or speciality has a pay related staffing problem.

(b) The following factors should be considered in determining whether to extend the special salary rate coverage recommended to any related occupations or specializations excluded from the initial request (keeping in mind that such extensions must be fully justified):

1. Relationship of the occupations in the work environment—how disruptive might special salary rate treatment be among employees in closely related work situations, if some receive special salary rates and others do not, particularly if work performed appears interchangeable?

2. Basic qualifications, skill, and experience requirements of each occupation—to what extent are they directly transferable?

3. Nature and extent of staffing problems for each occupation or specialization under consideration—are the problems comparable? and

4. Source or sources of qualified employees in the general labor market—would higher rates for selected occupations adversely affect hiring for other related occupations? Are candidates taken from the same register?

> Note: Where special salary rates may be warranted for one or more occupations or specializations but not for others closely related, the disruptive effects of authorizing any special salary rates may make such authorization undesirable or unwise. Because special salary rates are designed to help agencies attract and retain more and better qualified applicants and employees in covered occupations, agencies should expect that some employees in occupations or locations not covered by special salary rates will attempt to move into the higher paying jobs. Thus, special salary rates for one or more occupations and locations may cause some staffing problems in related occupations in that location. This employee movement is most common in clerical authorizations but may happen in others.

(2) *Determining Geographic Coverage*

(a) Special salary rates may be authorized for a specific Federal facility (e.g., an Air Force base), or on a geographic basis to cover several Federal activities (e.g., a city, county, or Metropolitan Statistical Area), statewide, regionwide, nationwide or worldwide. Geographic coverage should be limited to the smallest area which will include those Federal facilities experiencing staffing problems for the occupation(s) to be covered by the higher rates. Although the degree of staffing difficulty being experienced may vary considerably among the agencies within an area, it should be remembered that, unless exempted, every agency within the geographic area specified in the authorization is required to pay the special salary rate. Therefore, it is important that each agency fully participate in each part of the several activities involved in special salary rate proposals. Of course, geographic or agency coverage may be narrowed so as to apply to only certain facilities within an area, in which case only those agencies specified are authorized and required to pay the special salary rates.

(b) Agencies should consider the following factors in determining the specific coverage requested:

1. Geographic features of the area and the location of the Federal facilities within the area;

2. Transportation facilities and commuting patterns within the area;

3. Sources of qualified workers for the occupation for the various Federal facilities within the area; and

4. Possible impact on the ability of other Federal facilities to staff their positions if special salary rates are not applied to them. In the absence of a request to the contrary, geographic boundary lines will not be drawn so as to give one Federal activity a competitive advantage over another Federal activity for the same occupation in the same area. In submitting data to OPM, each agency must state specifically whether it does or does not wish to be included in the coverage of any approved special salary rate authorization.

(3) *Determining Special Rate Levels*

(a) Once competitive non-Federal salaries are determined by means of a formal salary survey (see S3–4(f)), special salary rates should be recommended to be set at the minimum levels that appear to be sufficient to alleviate the staffing problems involved in a particular situation. However, a special salary rate need not be set to match the non-Federal average starting rate for the grade. Experience has shown that a level which is higher than the statutory rate (step 1 of the regular rate range or the minimum rate of the merit pay range) but lower than the non-Federal average rate for a grade will be adequate to attract and retain well-qualified personnel. Thus, agencies should recommend the minimum salary levels which they determine are needed to enable them to staff their positions in a manner that would be expected were competitive pay problems not present.

(b) Factors to be evaluated when recommending special salary rate levels include:

1. Nature of the labor market. For example, in areas with an adequate supply of persons qualified for the job, who otherwise would accept Federal employment except for low pay, a moderate increase may suffice. On the other hand, where the supply of qualified persons is limited (such as in new medical specialties) and competition very keen a more competitive special salary rate may be necessary.

2. Severity of the staffing problem. Consider how long the problem has existed, how likely is it to continue and how badly agency operations are hampered.

3. Timing of pay changes in the non-Federal sector. Consider how recently non-Federal rates have been increased or whether they are likely to be increased soon.

4. Potential general increases in the regular Federal rates.

5. The incremental dollar cost of each proposed special salary rate level in relation to the benefits expected to occur if the proposed special salary rate were to be authorized at each of those levels, both in terms of the enhanced ability of the agency to accomplish this work, and any offsetting savings identified in S3–5b of this subchapter.

(c) Special salary rate levels should be set based on staffing and salary considerations for the grade(s) at which the staffing problem is most pressing. It may also be necessary to propose special salary rates at other grades in order to provide a reasonable salary differential between grade levels in recognition of promotion patterns and levels of difficulty.

(d) The following guidelines apply in constructing special salary rate schedules:

1. Under 5 U.S.C. 5303, a special minimum rate may not exceed the maximum statutory rate (tenth step of the regular rate range or the maximum rate of a merit pay range prescribed for a grade).

Note: As a result of annual review findings, a previously authorized special salary rate schedule may not change in dollar amount at the time of a general adjustment in the regular rates of the General Schedule. Accordingly, the step rate dollar amounts for some special salary rate schedules may correspond with the regular General Schedule rates that were in effect in one or more fiscal years prior to the date the current regular General Schedule rates went into effect or may be unique.

2. A special minimum rate typically is set at one of the step rates on a past or current statutory schedule for the grade (including grades covered by merit pay), i.e., between steps 2 and 10.

3. A special salary rate range usually has 10 steps—the same number as prescribed for the statutory schedule for a grade.

4. The amount of the step increase prescribed for a past or current statutory schedule for a grade usually applies.

3–6. PROGRAM MAINTENANCE

a. **Notification of Actions.** When a decision is made by OPM to authorize or revise special salary rates, the specific agencies affected are notified of the special salary rate action by letter. ◆ All actions taken are usually published, as well, in an annually updated FPM installment to book 530 in appendix D of this supplement. ◆ A copy of the notification of action to the agency is also sent to the OPM regional office concerned. ★★

b. **Annual Review**

(1) Executive Order 11721, as amended, requires OPM to review annually the special salary rates established under 5 U.S.C. 5303 and to continue, abolish or revise such special salary rates in consideration of current facts and the criteria in the law.

(2) The annual review is an examination and evaluation by OPM of the current recruitment or retention situation and level of competitive rates for each occupation covered by special salary rates. An FPM bulletin is issued annually which requests agencies to submit staffing data to OPM on positions covered by the special salary rate authorizations to be reviewed. (Form 1397 in appendix A is used for this purpose). The bulletin will provide specific guidance and instructions about review requirements.

(3) Agencies should be aware that each year they will be required to submit up-to-date staffing information (specifically, the information requested on OPM Form 1397) for the annual review to substantiate continuation or adjustment of special salary rate authorizations. Therefore, adequate records must be maintained. If, during the year, these records show that staffing has deteriorated because of pay competition, a mid-year request may be submitted. There is no need to wait until the annual review to address deteriorating staffing situations.

(4) OPM regions assist the central office with both nationwide/worldwide and local authorizations by providing data on the status of registers as well as by providing narrative information on local labor market conditions and recruiting efforts made by both OPM and local agencies.

★★★

◆ (5) ◆ All agency reports and completed Forms 1397 are transmitted directly to OPM's central office through the agency's headquarters office. Refer to S3–4 and S3–5 for certification and other requirements.

◆ (6) ◆ As a result of OPM's review and analysis of the data submitted by agencies, OPM may take one of several actions which affect the various special salary rate schedules, as follows:

(a) The schedule could be terminated.

(b) The special salary rates in effect could remain unchanged. This means that the special schedule rates will not necessarily be aligned with the rates on a new General Schedule.

(c) The special salary rates in effect could remain unchanged; however, one or more grades previously covered would no longer be covered by a special salary rate. Usually, this results because the first step of a new regular General Schedule rate of the grade is higher in dollar amount than the first step of the prior year's special salary rate schedule. In these situations, the regular rates must apply. Again, the rates for the grades covered by the special salary rates schedule in effect at the end of the fiscal year will not necessarily be aligned with the rates on a new General Schedule for the upcoming year.

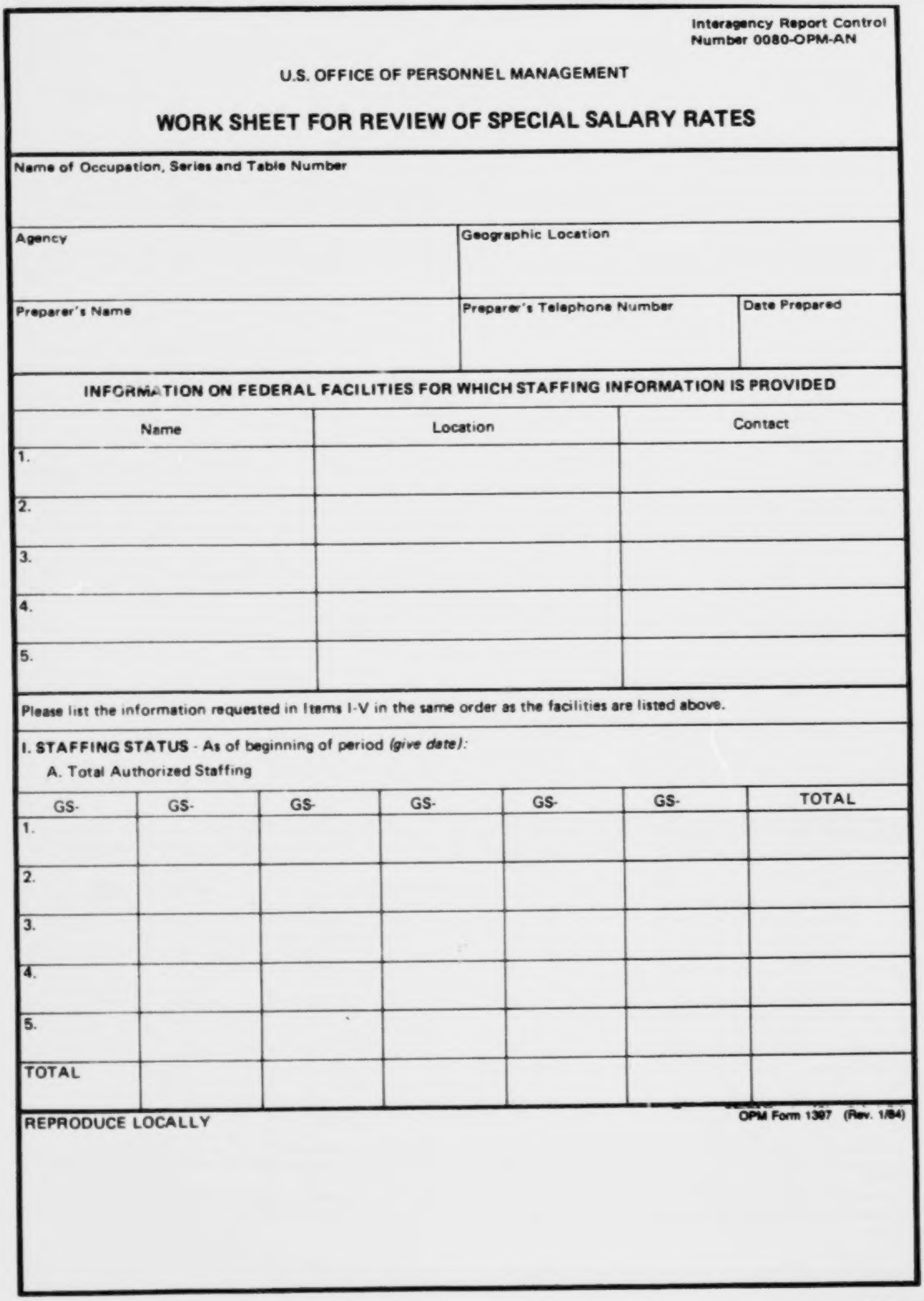
(d) The special salary rates could be increased by amounts less than any general pay adjustment.

(e) The special salary rates could be increased by an amount equivalent to the adjustment, if any, in the regular General Schedule.

(f) The special rates could be increased by amounts greater than any general pay adjustment. This action could apply to some or all grades in the special salary rate schedule, and could result in the addition of a grade level to the special salary schedule.

(g) The special rate schedule could be increased at only some of the grade levels. One or more grade levels may not be increased and would continue to be set at the rates in effect at the end of the fiscal year.

c. **Continuing Review.** The intent of the statute providing for special salary rates is to authorize higher minimum rates only when the Government is handicapped significantly in its recruitment or retention of well-qualified persons. Sometimes general or local economic situations change to the extent that a special salary rate authorization is clearly no longer warranted. Agencies and OPM offices are expected to monitor staffing, labor market and competitive salary situations on a continuing basis and, when warranted, to recommend changes, including cancellations, of special salary rate authorizations.



Interagency Report Control
Number 0080-OPM-AN

U.S. OFFICE OF PERSONNEL MANAGEMENT

WORK SHEET FOR REVIEW OF SPECIAL SALARY RATES

Name of Occupation, Series and Table Number

Agency	Geographic Location

Preparer's Name	Preparer's Telephone Number	Date Prepared

INFORMATION ON FEDERAL FACILITIES FOR WHICH STAFFING INFORMATION IS PROVIDED

Name	Location	Contact
1.		
2.		
3.		
4.		
5.		

Please list the information requested in Items I-V in the same order as the facilities are listed above.

I. STAFFING STATUS - As of beginning of period *(give date)*:

A. Total Authorized Staffing

GS-	GS-	GS-	GS-	GS-	GS-	TOTAL
1.						
2.						
3.						
4.						
5.						
TOTAL						

REPRODUCE LOCALLY

OPM Form 1397 (Rev. 1/84)

Continuation of OPM Form 1397 Page 2

B. Employees on the Rolls

GS-	GS-	GS-	GS-	GS-	GS-	TOTAL
1.						
2.						
3.						
4.						
5.						
TOTAL						

C. Vacancies for Which You Were Then Recruiting

1.						
2.						
3.						
4.						
5.						
TOTAL						

II. CURRENT STAFFING STATUS - As of 6 months to one year later *(give date)*:
(All statistics must be current to within 60 days of submission to OPM.)

A. Total Authorized Staffing

1.						
2.						
3.						
4.						
5.						
TOTAL						

Continuation of OPM Form 1397 Page 3

B. Employees on the Rolls

GS-	GS-	GS-	GS-	GS-	GS-	TOTAL
1.						
2.						
3.						
4.						
5.						
TOTAL						

C. Vacancies for Which You Are Currently Recruiting

1.						
2.						
3.						
4.						
5.						
TOTAL						

III. TURNOVER DURING THE PERIOD

A. Losses - All Reasons, i.e., Losses From the Series Which Result in a Recruiting Action

1.						
2.						
3.						
4.						
5.						
TOTAL						

Continuation of OPM Form 1397 Page 4

B. Quits for the Period (List Only those who left for non-Federal employment.)

GS-	GS-	GS-	GS-	GS-	GS-	TOTAL
1.						
2.						
3.						
4.						
5.						
TOTAL						

C. Quits for Pay*

1.						
2.						
3.						
4.						
5.						
TOTAL						

IV. RECRUITMENT DURING THE PERIOD

A. Number of Vacancies the Agencies Tried to Fill With Appropriate Authority and Funding

1.						
2.						
3.						
4.						
5.						
TOTAL						

*A separation is a **quit for pay** only when an employee leaves a position in the Federal service to take a position in the same location and occupation and **at the same or lower level** outside the Government because the salary is higher. That is, based on duties and responsibilities, the better-paying non-Federal job requires no higher-level skills than the job vacated.

Continuation of OPM Form 1397

Page 5

B. Number of Actual Job Offers* During the Period

GS-	GS-	GS-	GS-	GS-	GS-	TOTAL
1.						
2.						
3.						
4.						
5.						
TOTAL						

C. Number of Applicants Hired From OUTSIDE the Federal Service During the Period

1.						
2.						
3.						
4.						
5.						
TOTAL						

D. Number of Hires From WITHIN the Federal Service During the Period

1.						
2.						
3.						
4.						
5.						
TOTAL						

*Persons to whom you made bonafide offers of employment. Include persons you could have hired from within and outside the Federal service under any appointing authority **and** who met any and all pre-employment screening required by your agency (interviews, vouchering, investigations, etc.). Do **not** include persons who did not respond to OF 5's, Inquiry as to Availability, or to similar letters sent to applicants regarding their availability.

NOTE: Please check data for consistency. Beginning on-board minus losses plus hires should aqual ending on-board (i.e., items I(B) - III(A) + IV(C) + IV(D) = II(B)). Also, quits for the period is a subset of losses, and quits for pay is a subset of quits for the period. Where numbers do not "add up", please explain why.

Continuation of OPM Form 1397

Page 6

V. PROJECTED AUTHORIZED STAFFING FOR NEXT 12 MONTHS

GS-	GS-	GS-	GS-	GS-	GS-	TOTAL
1.						
2.						
3.						
4.						
5.						
TOTAL						

VI. COMMENTS (Continue on Additional Sheets if Necessary).

NOTE: The following information is required in order to determine the nature and extent of the staffing difficulties.

A. Please explain any situations where there were extraordinary time delays in filling positions.

Continuation of OPM Form 1397	Page 7

B. Where there was a recruitment problem, describe any special efforts made by the facility, agency, or OPM region/area office to overcome the problem; what was the degree of success? If the facility has a delegation of examining authority from OPM, including a Special Examining Unit, provide the following information: The number of certificates issued and selections made, and approximate percentage of these candidates you consider to be well-qualified.

C. What is the condition of the local labor market as it affects the availability of well-qualified candidates for this position? How has the local labor market changed over the last year?

D. To what extent will agency budget/personnel ceiling factors affect recruiting/staffing needs during the next fiscal year?

Continuation of OPM Form 1397 Page 8

E. To what extent do working conditions contribute to the staffing problem and what steps have been taken to improve working conditions?

F. Describe actions taken to improve the recruitment and retention of well-qualified staff in areas such as job redesign and skills improvement training programs.

G. Describe the impact of the current staffing situation in terms of its impact on agency mission/functions. In addition, describe the impact of the current staffing situation in terms of: overtime costs attributed to inability to hire/retain adequate authorized staffing levels; need to contract out work because of staffing problems; cost of training replacements; other costs, such as uniforms, security clearances, and the like. Provide the actual dollar amounts spent on such costs during the reporting period.

Continuation of OPM Form 1397 Page 9

VII. SALARY COMPARISONS

PART I Non-Medical Occupations

After consulting with OPM headquarters on the design of a formal survey, you should use this form (Part 1 or Part 2) to list the annual starting salaries of non-Federal employers* or groups of employers in the labor market **only for those GS levels where there is a valid job match.**** (You may also use this form to show any salary data you collected informally.) When possible, considering typical patterns of salary increases, show the annual salary for the non-Federal employee at that point in time equal to the appropriate GS level.

For each non-Federal facility, enter the number of non-supervisory employees in that occupation. This permits **construction of a weighted average**, which gives a better indication of competitive average salaries. To compute the weighted average for each grade level, take the number of employees at each facility times the rate paid those employees, add this amount computed for each facility, and divide the result by the total number of employees.

Insofar as it is possible, employers surveyed should have comparable work environments to the Federal installation(s).

Name of Occupation and Series

Geographic Location

Name of Non-Federal Employer, Association, County, State Government From Which Salary Information Was Obtained***	If the rate is expressed as an hourly rate, rather than annual rate, indicate the number of hours in a typical work week.						Number of Non-Supervisory Employees in this Occupation	Date & Amount of Next Scheduled Pay Adjustment at this Facility
	GS-	GS-	GS-	GS-	GS-	GS-		
1.	$	$	$	$	$	$		
2.	$	$	$	$	$	$		
3.	$	$	$	$	$	$		
4.	$	$	$	$	$	$		
5.	$	$	$	$	$	$		
6.	$	$	$	$	$	$		
7.	$	$	$	$	$	$		
8.	$	$	$	$	$	$		
Weighted Average	$	$	$	$	$	$		

*"Non-Federal Employers" may include state, county, municipal, and not-for-profit organizations if they represent significant competition for well-qualified applicants.

Job matching is the process of finding job levels equivalent to Federal job levels based on the duties and responsibilities of the job. **Position classification or qualification standards must be used in the job matching process.

NOTE: Specific information on the criteria used for job matches must be provided with this summary.

***In addition to listing summary data, the raw survey data from each establishment must accompany the report to OPM. Please note especially that salary survey data that identifies the respondent is confidential information and steps must be taken to safeguard the data from disclosure.

Continuation of OPM Form 1397

Page 10

PART 2
Medical Occupations

Name of Occupation and Series

Geographic Location

For health related occupations, non-Federal hospitals' classification and pay systems tend to pay each occupation from a single rate range for non-supervisory positions. This is in contrast to the Federal system where there is usually an entry grade level with progression through several grades to a full performance level. Non-Federal employers will typically provide regular increases of fixed amounts or percentages after certain periods of employment. Thus, the non-Federal entry rate and pay progression after initial appointment can be used in determining the extent of pay competition at various levels of specialized experience acquired over time in the labor market. NOTE: If professional or state licensure is required, please specify the criteria required (i.e., education or experience) in order to obtain such a license.

Name of Non-Federal Hospital or Medical Facility*	Entry Level Rate**	Rate (Less Than 1 Year Experience)***	Rate (1 Year Experience)	Rate (2 Years Experience)	Rate (3 Years Experience)	Number of Non-Supervisory Employees in this Occupation	Date of Amount of Next Scheduled Pay Adjustment at this Facility
	Indicate Federal Grade Level Equivalent Below						
	GS-	GS-	GS-	GS-	GS-		
1.	$	$	$	$	$		
2.	$	$	$	$	$		
3.	$	$	$	$	$		
4.	$	$	$	$	$		
5.	$	$	$	$	$		
6.	$	$	$	$	$		
7.	$	$	$	$	$		
8.	$	$	$	$	$		
Weighted Average	$	$	$	$	$		

*In addition to listing summary data, the raw survey data from each establishment must accompany the report to OPM. Please note especially that salary data that identifies the respondent is confidential information and steps must be taken to safeguard the data from public disclosure.

**"Entry Rate" should be the actual rate being offered to new employees entering the occupation without previous work experience. If experience or education is required, please specify. If the rate is expressed as an hourly rate, rather than annual rate, indicate the number of hours in a typical work week.

***Specify the number of months experience required, if less than one year, before an increase may be granted.

Continuation of OPM Form 1397 Page 11

VIII. AGENCY RECOMMENDATION*

Name of Occupation & Series				Geographic Location		
	GS-	GS-	GS-	GS-	GS-	GS-
Current Salary Rate	$	$	$	$	$	$
Recommendation	$	$	$	$	$	$

NOTE: The above dollar amounts do not have to correspond to current steps of the General Schedule.

Indicate the estimated increase in basic pay cost for the first year. (See S3-5b for guidance in computing cost estimates.)

Agency's Rationale for this Recommendation: (Use an additional sheet of paper, if necessary.)

*Be sure that each request includes a certification by the head of the agency or department that the proposed special rates are necessary to ensure staffing adequate to the accomplishment of the agency's mission and that funds are available to cover the increased expenditures for salaries and benefits that would result from approval of the request. (If the special rate request covers fewer than 200 employees and would increase annual salary costs by less than $200,000, this certification may be provided by an official designated to act on behalf of the head of the agency or department.)

Appendix B. Survey and Analysis of Non-Federal Rates

1. *Authority to Conduct Salary Surveys.* This Appendix discusses the methods and procedures to be followed once OPM determines that it is necessary to conduct a salary survey of non-Federal establishments for special salary rate purposes. However, *only the Office of Personnel Management may authorize or conduct formal salary surveys for special salary rate purposes.* OPM may delegate its authority to conduct formal salary surveys to agencies. It is not necessary that OPM employees collect the salary survey information, but OPM does direct and supervise the survey and is responsible for ensuring the appropriateness and validity of all aspects of the survey. Departments and agencies are responsible for giving all possible assistance to OPM in the survey process. This includes furnishing information on area labor market conditions and non-Federal employers, providing data collectors as needed, and otherwise supporting the survey effort. The following describes the procedures and guidelines agencies should follow when conducting a formal salary survey under specific delegated authority from OPM.

2. *Public Relations Aspects of Surveys.*

a. The public relations aspects of conducting salary surveys deserve careful attention. There are countless surveys being conducted by many organizations, public and private. These surveys are costly and involve valuable time on the part of the non-Federal employers. Under the special salary rate program, rates once authorized must be reviewed annually, and so the same non-Federal employers may have to be contacted periodically for an indefinite period in order to get current salary information. For these reasons, surveys should be planned with care and carried out in a way that will cultivate the cooperation of the non-Federal employers, who cannot be required by law to participate in salary surveys. It is important to ensure that:

(1) Only essential data are collected; and

(2) Survey techniques are designed to minimize the inconvenience to the non-Federal employers.

b. Often, survey participation may be encouraged by pointing out that salary data collected by OPM is confidential information. Each data collector and any other person having access to data collected is charged to uphold that confidentiality, and a breach of confidentiality will result in immediate corrective action. Survey data will not be released in any form that would permit identification of specific salaries or other confidential data with particular employers. Examples of survey data that may be released include:

(1) Average entry and average overall salaries computed at each grade level for each job.

(2) Job descriptions used.

Any requests for more specific data obtained during the survey, under the Freedom of Information Act or otherwise, must be referred to the central office of OPM. Survey findings may be withheld if the survey sample is so small as to permit identification of specific employers.

c. Usually a summary of the survey findings (in which the confidentiality of the survey participants is fully protected) is prepared and sent to all participants as a courtesy and will be provided to any other person or organization requesting a copy. Since the survey summary provides up-to-date, representative salary information, survey participants should be reminded that they will be given a copy of this summary when their cooperation is being sought.

3. *Sources of Data.*

a. *General Information.* Departments and agencies are charged with primary responsibility for effective workforce management including, among other things, an awareness of general labor market conditions as these conditions influence their ability to attract and retain well-qualified employees. Agencies are encouraged, where appropriate, to collect and analyze generally available information about labor market conditions. This includes such activities as:

(1) Developing a list of the major non-Federal competitors for key occupations;

(2) Obtaining, by means other than formal salary surveys, information about the salary rates paid by the major competitors; and

(3) Identifying through various sources the economic, business, or educational activity or cycles that affect the availability of labor for key occupations in the area concerned.

b. *Surveys by others.*

(1) Salary surveys are conducted by many organizations and groups. The results of some of these surveys are published and distributed, and others may be obtained on request from the surveying group. The availability of usable pay data from such sources should be explored fully. Surveys conducted by other organizations may be used directly for special salary rate determinations if the following requirements are met:

(a) Data are reasonably current (usually not more than 6 months old);

(b) An adequate number of representative establishments is included;

(c) Salary averages are weighted averages based on the number of employees at each rate at each establishment;

(d) Job descriptions permit the assignment of at least a minimum GS grade level based on duties, responsibilities, and qualification requirements; and

(e) OPM is satisfied that the data represent current rates paid in the labor market area.

(2) When using a survey conducted by others, it may be desirable to discuss the survey findings with the source in order to determine if there have been any significant changes in salary rates since the survey was completed. Furthermore, obtaining one or two additional, clarifying items of information may make the survey findings more useful in making comparisons with the Federal employment situation. Some of this verification or amplification may also be accomplished by contacting several key employers of persons in the occupation.

(3) Normally, data obtained from surveys conducted by other organizations are considered confidential and must be treated as such, unless they have been released to the public or permission is obtained from the source to release the data. However, it must be possible to present publicly, at least in summary form, the salary data that are used to support a special salary rate recommendation, in the event that a request for the information is submitted by a member of the public.

4. *Survey Occupations and Levels of Work*

a. *General.*

(1) Salary rate comparisons are based primarily on comparable levels of work. This means that the duties, responsibilities and qualification requirements related to the appropriate Federal grade level must be compared with the same factors in the non-Federal employment situation. While a position in the non-Federal sector may differ in function or design from the Federal position, it can be considered an appropriate match only if it contains the same relative level of difficulty. In other words, it is *not* necessary to find a non-Federal position that is *exactly* the same as a Federal position. However, the two positions must be clearly of the same degree of difficulty. Thus, the Federal and non-Federal jobs must involve a similar degree of experience, of productivity and quality measurement, of risk and responsibility, and of time demand.

(2) Occasionally, special salary rate requests will be made for jobs which have no exact non-Federal counterpart, such as Social Security claims clerks. In these cases, identify non-Federal jobs with comparable *levels* of work, for which the duties performed or the qualifications requirements are similar. In this case there are insurance clerks, freight clerks, etc. Often jobs may be found by learning about the types of jobs for which a company recruits new employees and the types of jobs employees take when they leave the Federal service. When "identical" unskilled jobs cannot be found, any unskilled jobs available to high school graduates may be used.

b. *Selecting occupations and levels.*

(1) Every occupation identified by classification series code which may be affected by a special salary rate authorization does not necessarily have to be included in a survey of non-Federal establishments. Where several related occupations may be involved, only the key or most important ones need to be surveyed. If one or another occupation is unique to the Federal Government, that fact also will influence the choice of survey occupations.

(2) It is not necessary to include every grade level in the survey. The levels to be included will be influenced by the nature of the competitive situation in the labor market and the kind of staffing difficulty being experienced by the Federal employers. For example, if the problem seems to be in competing for inexperienced new college graduates, attention should be focused on beginning grade levels. On the other hand, if retention of experienced workers is the primary problem, attention should be focused on the full performance level. No useful purpose is served by obtaining salary data on intermediate level occupations unless the intermediate level position has

a clear similarity in skill level to a General Schedule position and level under consideration. Survey job levels must, however, be properly identified and matched with appropriate General Schedule grade levels in order to obtain comparable salary data.

c. *Preparation of survey job descriptions.*

(1) Because salary comparisons are based on comparable levels of work, it is necessary to describe clearly each level of work being included in the survey. This involves preparing a written description of the duties, responsibilities, and qualification requirements of a level of work that equates to a Federal classification grade level. If the description of a work level is not accurate, true competitive rates will not be identified, and the survey results may be incorrect.

(2) A survey job description must identify the essentials of the job, but should be as brief as possible. Long and detailed descriptions may cause serious delays in the submission of information by respondents, which might make the data useless. Also, too much detail may be a deterrent to obtaining the cooperation of employers.

Written position descriptions of individual Federal agency positions are usually too long and should not be sent to survey establishments or used by data collectors during interviews.

(3) A good source for brief job descriptions is "Appendix C. Occupational Definitions," of the "National Survey of Professional, Administrative, Technical, and Clerical Pay," published annually by the Bureau of Labor Statistics (BLS), U.S. Department of Labor. While relatively few occupations are described, the brief definitions should be helpful as guides for agencies involved in the survey process. Another source is job descriptions from the BLS area wage survey program. Because of these recurring BLS surveys, agencies may also be able to capitalize on established and continuing relationships between BLS staffs and area establishments for job matching tasks.

(4) The job descriptions, however developed, should:

(a) Be as short as possible;

(b) State the kind of work in brief but descriptive terms;

(c) Avoid using terms or examples that relate exclusively to Federal employment; and

(d) Indicate the skills or experience required at the level being described, perhaps by stating the minimum qualifications required for performance by the typical worker as outlined in "Civil Service Handbook X–118, Qualifications Standards for White-Collar Positions Under the General Schedule," or other appropriate official sources.

5. *Selecting Survey Scope.*

Note: Where the word "establishment" is used below, it means a non-Federal employer such as a business firm, nonprofit organization, State or local government, educational institution or other employing organizations.

a. (1) The establishments to be surveyed should be competing employers in the geographic area which includes the appropriate labor market for the occupation(s) concerned. This may be a city, Metropolitan Statistical Area or other urban area, county, State or larger area.

(2) Federal employers in the area typically know who their competition is for well-qualified employees. Start with this list of competitors and supplement that list with names of establishments obtained from other contacts, if necessary. Good sources of information include placement offices of local schools, Chambers of Commerce, local hospital councils, and the State employment service.

(3) There are occasions when an agency cannot fill certain positions from the local commuting area. For example, clerical, technical, and medical support personnel could be recruited from nearby communities or from other States. Professional positions are often filled by recruiting regionally or even nationwide. If an agency cannot satisfy its staffing needs locally for certain positions, it can either expand its recruitment area, get the work done by other employees, or redesign the positions so that available skills can be utilized.

In order to attract potential employees from other communities, it may be necessary to compete with the pay rates of the other communities. Salary surveys or available pay information for these other communities can be used to arrive at a recommended rate that will help the agency to fill its positions. Usually these higher rates will not be particularly disruptive to the local labor market because the skills needed have not been available. They may have a positive effect by encouraging more people to obtain the skills needed.

b. The number of establishments included in a survey should be determined by:

(1) The occupation(s) under consideration. (They may be highly specialized and thus found only in certain firms.)

(2) The total number of establishments in the labor market area with workers in the occupation(s) under consideration. (Where there is a large number of establishments, it is only necessary to include a reasonable percentage to assure that the survey results are representative. At least several of the largest or dominant employers must be included in the sample.)

c. In identifying the non-Federal employers to be surveyed, only those employers with enough workers in the occupation(s) under consideration to represent real competition should be included. This is sometimes not easy to determine before the survey. If the occupation is very specialized, there will only be a few employees in the entire area. In this case, the presence of one employee would be sufficient to warrant surveying the establishment. On the other hand, if there are several thousand employees in the area, you should include an establishment on the basis of established sampling techniques.

d. When it is generally known that certain establishments pay higher wages than others, care should be taken to include all types of establishments in the survey, including low-paying ones. A survey sample which includes only or primarily high-paying establishments does not represent the full range of competing employers and is not a valid sample. Established sampling techniques should be used when appropriate.

e. Those Federal agency employers having a direct interest in the survey should participate in the identification and selection of the establishments to be surveyed.

Sometimes directories of various types of organizations are available for help in selecting a survey sample. For example, the *American Hospital Association Guide to the Health Care Field* provides a comprehensive listing of health care facilities that may be useful in selecting area hospitals to be surveyed for medical occupations.

6. *Methods of Data Collection*. Local circumstances, and the advantages and disadvantages of different data collection methods, should be carefully weighed to determine which method or combination of methods will be most productive in each specific survey. In any case, an organization that has not previously been contacted for a survey should receive a letter before the survey begins which explains the purpose and confidentiality of the survey and invites them to participate.

a. *Personal interview method*. This method consumes the most staff time, but usually yields the best results and so is encouraged whenever feasible, especially the first time a survey is conducted for a specific occupation in a specific labor market. The personal interview:

(1) Provides an opportunity to "sell" a reluctant employer on cooperating, helps to establish good relations and lays the groundwork for future contacts, perhaps by phone or mail; and

(2) Permits on-the-spot resolution of problems with participating firms and the answering of questions that may arise regarding job matches, employment or pay practices, and other aspects of the survey. This is particularly useful since accurate job matching is essential in making proper salary comparisons.

b. *Telephone interview method*. While this method may involve the least amount of time, it generally does not yield the best data. Some employers will not provide salary data over the telephone, and others may do so only after the first contact through a personal visit or after receiving a letter that explains the purpose of the survey.

c. *Questionnaire by mail method*. For some surveys, this method may be the most practical. Total elapsed time is usually much longer but may involve less staff time by the respondent. The questionnaire itself must be well thought out and designed so that the questions are easily understood and the answers easily recorded.

Total return from the mail survey method is likely to be much lower than from either of the other two methods. It may be necessary to send follow-up letters (or make follow-up telephone calls) to obtain a sufficient number of responses to assure an adequate amount of data. This process adds to the total time required to conduct the survey.

d. In practice, a combination of the above methods is used. The personal interview method is frequently used the first time an establishment is surveyed. Then, once contacts have been made and developed, additional information and future surveys or follow-up may be readily handled by telephone or by mail, providing the job in question is not too complex. The success of doing this depends to some extent on having the same Federal employee contacting the same non-Federal contact over successive surveys. The interview should be repeated whenever a new person (surveyor or non-Federal contact) becomes involved.

7. *Data To Be Collected*.

a. *Question outline*. Whether a personal inteview, mail survey or telephone interview is used, a question outline must be prepared to assure collection of all essential information. In order to do this, a determination must be made about the kind of information to be requested from each establishment. Surveys conducted for special salary rate purposes should obtain no more information than is actually needed to determine the Government's relative compensation position in the labor market for the occupation(s) under study.

b. *Information to be obtained from the survey.*

(1) The primary focus of a survey is to collect from each establishment information about the amount and kinds of compensation paid and the pay practices for the occupation under study. This compensation information must be collected for each job and for every grade level included in the survey. (The grade level coverage is significant because pay practices may change from entry level or junior positions to experienced or senior positions.)

(2) In order to determine the typical compensation situation in the survey labor market area, the following data should be obtained from each establishment surveyed:

(a) *Range of rates paid.* This includes identification of the minimum and the maximum rates paid for the survey job, and the number of step rates between the minimum and maximum, the amount of the step increases received, and the typical waiting period between increases. Some employers may state that they have no fixed maximum rate, no established rate range, no fixed waiting period between increases, or the response may be a vague reference to "merit increases." In such situations, one should attempt to focus attention on the typical practice of the establishment. For example, ask about the amount of merit increase usually granted and how often merit reviews are conducted.

(b) *Actual in-hire rate.* While the establishment may have a fixed rate range for a position, they may be hiring workers above the scheduled minimum. It is important to find out the current hiring rate.

(c) *Effective date of rates and possible future changes.* Determine also the effective date of the rates being quoted, when the rates are scheduled to change next, and by how much, if known. Knowing the timing of pay changes among non-Federal employers may be of value in scheduling future surveys.

(d) *Number of employees.* Obtain information on the total number of non-supervisory employees in each establishment for each occupation and job level included in the survey. This information is very important because it is used to construct a weighted average which is desirable for making salary comparisons.

(e) *Workweek and hours of duty.* Determine the number of hours regularly worked each week for which regular (non-overtime) pay is received. In some work situations, rotating tours of duty, or night or weekend work may be a factor in determining and evaluating working conditions, as well as in computing total annual compensation.

(f) *Premium or extra pay information.* When appropriate for the jobs under study, obtain information on the amount of compensation received for various work schedules or tours of duty. Include such items as evening or night duty, Sunday or weekend duty, and rotating duty tours. For these items, information must be obtained about the basis for the payment.

(g) *Regular bonuses paid.* In order to adjust reported base salary rates to reflect additional cash compensation paid in the form of bonuses that may be provided by some employers, it is necessary to find out if the category of job under survey is eligible for cash bonuses, and the approximate or average amount of the regular cash bonuses paid. Complete information should be obtained about the nature of the bonuses, basic eligibility, typical amounts paid, and when and how often paid.

(3) The Federal Government and most non-Federal employers provide a variety of fringe benefits for employees. These benefits, which vary considerably, may include such items as parking; retirement; lunch; health, life, and accident insurance; vacations; sick leave; funeral leave; jury service; coffee or rest periods; and discounts. Some may be provided without cost to the employee, while others may involve cost-sharing arrangements. Ordinarily, data on fringe benefits will not be collected. Although there is some evidence that indicates that the absence of a reasonable benefit package may have a negative effect on an emloyer's ability to compete in the labor market, the availability or absence of a specific benefit seems rarely to influence one's

choice of employment. Consequently, in conducting the typical survey for special rate purposes, no particular advantage is served by including a series of questions about fringe benefits. They increase the length of the questionnaire and the amount of time required for completing the survey.

On the other hand, if a brief discussion with the employer reveals that a particular benefit or practice is typically associated with a specific occupation or industry and there is evidence that the benefit is being offered by the majority of non-Federal employers and is a significant recruitment or retention incentive, complete information on such items should be included in the survey.

(4) It should be kept in mind that the special salary rate flexibility is limited to changing basic rates of pay. There is no legal flexibility that permits OPM to change premium pay or fringe benefits currently available. The extent to which significant differences in benefits or premium pay practices may be considered in setting special salary rates is discussed in section 11.

c. *Data collection form.* Because the amount and type of data required as well as the number of firms surveyed varies from time to time and place to place, a single form for all situations is not appropriate. The worksheet at the end of this appendix shows the type of format which could be used when conducting the survey. In addition, other items, as appropriate, may be included, depending on the particular case. Whatever format is actually used should at a minimum provide for the recording of the items listed on the suggested worksheet.

8. *Selection of Data Collectors*

a. *General. All surveys for special rate purposes must be conducted under the direction and supervision of the Office of Personnel Management.* When necessary, agencies are expected to provide employees to act as data collectors for OPM. When acting in the capacity of a data collector, agency employees are acting for, and in behalf of, OPM and do not represent their respective agencies. Data collectors will comply with all standards and instructions issued by OPM.

b. *Determining number of data collectors.* The nature and size of the labor market being surveyed will normally determine the number of data collectors needed for a particular survey. Consider such factors as the number of establishments involved and the geographic dispersion of the establishments. Since it is very desirable for all the data to relate to a common time period, the time element is also important in determining the number of collectors required to complete the survey on schedule.

c. *Desirable personal qualities for data collectors.* The introduction to this appendix discussed the importance of the public relations aspect of conducting salary surveys. The data collector contacting each establishment is a public relations representative of the Federal Government. Accordingly, data collectors should be:

(1) Well versed in the occupational content of the jobs being surveyed, as well as the Government's general classification plan and system;

(2) Well acquainted with Federal pay administration practices with, if possible, specific staffing or pay experience;

(3) Able to approach the collection of data objectively and with an open mind and to avoid any appearance of prejudice;

(4) Able to develop and maintain effective relationships in communicating with people; and

(5) Sufficiently knowledgeable and mature to talk intelligently to non-Federal managers on an equal footing.

9. *Conducting Salary Surveys*

a. The conduct of a salary survey involves such activities as contacting each establishment to arrange participation in the survey, preparing for and conducting the interview, and collecting and recording the data. For information and general guidelines for use in conducting a survey, refer to FPM Supplement 532–1, Federal Wage System, Appendix F, Instructions for Data Collectors. While the guidelines in Appendix F are geared to the FWS program, they are useful as a reference in conducting surveys for special salary rate purposes.

b. A method of coordinating the survey effort in areas where there are several Federal facilities covered by special salary rates is to assign a number of non-Federal employers to each Federal facility. Every time a salary survey is taken, each Federal facility contacts only the non-Federal employers assigned to it. This method eliminates duplication of effort, spreads out the workload, and enables the Federal data collectors to develop their contacts with the firms over the years. Changes in assignments are made only when an employer will not provide information or no longer employs persons with the skill being surveyed.

10. *Reviewing Survey Data*

a. All survey forms, data and findings are the property of OPM and must be maintained as part of the official files. Data collectors are not to retain "personal" copies of completed survey forms.

b. The survey forms or questionnaires for each establishment surveyed must be reviewed in order to:

(1) Assure that all requested data were collected, or that reasons for noncollection are recorded on the survey forms;

(2) Identify and resolve any questions with the data collector or with the survey establishment, such as questions regarding job matches; and

(3) Verify all computations.

11. *Computing Rate of Pay*

a. For each non-Federal level of an occupation to be compared with a specific Federal grade level in a single establishment, weighted non-Federal average rates should be computed (unless the non-Federal employers report a single in-hire rate for all employees hired at a particular level). This is done in three steps, as follows:

Multiply each recorded rate of pay by the number of employees paid at that rate. Add all the results together, and divide that sum by the total number of employees at that level in the establishment. This produces the weighted average rate for that level in that establishment. See the following example.

EXAMPLE I

Establishment Rates for Employees with One Year of Experience

*Rate**		*# of Employees*		*Product*
$6.04	×	2	=	$12.08
6.30	×	4	=	25.20
6.38	×	2	=	12.76
Total employees		8		8)50.04

Weighted Average Establishment Rate = $6.255

* At this point, salary rates should be used in whatever form they were collected, i.e., hourly, weekly, monthly, etc.

---

b. Numerous differences may exist among Federal and non-Federal employment and pay situations in various areas, such as the length of the workweek, pay for a particular tour of duty, cash bonuses and fringe benefits. While, as discussed, information on such differences should sometimes be obtained, factoring them into rates of pay would be very complex and is generally not necessary in order to determine the competitive position of the Federal Government. However, differences in the workweek among employers surveyed may be taken into account in determining non-Federal pay rates if:

(1) The workweek for the majority of the establishments surveyed differs significantly from the Federal workweek for the same occupation, and

(2) There is evidence indicating that the workweek difference is, in addition to pay disparity, a major factor contributing to the staffing difficulty for the occupation.

Where the above criteria are met, workweek differences will be factored into the calculation of rates of pay by OPM. Be sure to submit the necessary documentation to OPM along with the other "raw" data.

c. Salary data may be reported by establishments on an hourly, weekly, monthly, semimonthly or annual basis. However, pay comparisons are normally made of annual rates, so non-annual salary data should be converted to an annual basis by multiplying each weighted average establishment rate by the appropriate conversion factor, as follows:

Payroll Basis		*Conversion Factor*		
Hourly	×	52.14	×	Number of hours in a workweek for that occupational level in the establishment
Weekly	×	52.14		
Biweekly	×	26.07		
Semimonthly	×	24		
Monthly	×	12		

Annual rates should be rounded to the nearest dollar.

d. For each level of an occupation, multiply the weighted average establishment rate as computed above by the total number of employees at that level in the establishment. Add together the resulting products for each establishment, and divide the sum by the total number of employees at that level in all establishments. This produces the weighted average annual rate for all establishments for that level. See Example 2.

EXAMPLE 2

Establishment	*Weighted Annual Rate*		*# of Employees*		*Product*
A	$8,240	×	16	=	$131,840
B	7,941	×	19	=	150,879
C	8,115	×	23	=	186,645
D	7,723	×	17	=	131,291
E	8,080	×	10		80,800
Total employees			85		85)681,455

Weighted Average Rate = $8,017.1
($8,017 rounded)

12. *Comparison of Non-Federal and Federal Rates*

a. Every attempt should be made to collect non-Federal data which represent the actual in-hire rate (or range of rates) being offered for each level of occupation. This rate data would be compared with the first step of the appropriate Federal gradel level. If average rate data are obtained for a level, the non-Federal average would be compared with the Federal average for the level.

b. In the Federal Government, there is a formal position classification plan, corresponding salary schedule, and a multitude of pay administration regulations and practices applicable to occupations for which special salary rates may be considered. Some judgment must be exercised in balancing the differences in salary treatment of employees in the Federal system and the treatment afforded by non-Federal employers.

For example, a private employer may have a single salary rate range for a particular occupation with all employees paid according to the established schedule. New, inexperienced workers may start at the minimum of the range and advance to higher rates on the basis of seniority and experience. Experienced workers may be hired at rates above the minimum on the basis of qualifications. In the Federal service, inexperienced workers may be hired at the minimum rate of one General Schedule grade and may be promoted through succeeding grades up to the full performance level with entitlement to within-grade increases and minimum two-step increases upon promotion. Experienced workers may be hired at higher grade levels, but at the minimum rate at that level.

c. Comparing Federal and non-Federal rates in the situation described above may involve a comparison of the minimum non-Federal rate with one General Schedule grade, the second rate of the non-Federal schedule with another General Schedule grade and so on. Thus, comparisons basically involve such considerations as:

(1) Typical advancement patterns in both Federal and non-Federal employment;

(2) Length of time between salary increases and the amount of increase received; and

(3) Full performance level as opposed to the entry level for inexperienced workers.

13. *Coordinating Survey Findings with Affected Agencies*

The raw survey data should be protected by the lead agency, but a summary of the findings should be made available to each agency which may be affected by the approval of special salary rates for an occupation or group of occupations. It should be noted that, although the degree of staffing difficulty being experienced may vary considerably among the agencies within an area, unless exempt at agency request, all agencies within the geographic area specified in an authorization are required to pay the special salary rates. (Geographic coverage may, however, be specified so as to cover only certain facilities within an area.) Therefore, it is important that each agency fully participate in each part of the several activities involved in special salary rate proposals. Presenting the survey findings to each agency:

(1) Provides an opportunity for the agency to analyze the survey findings as they affect its competitive position in the labor market; and

(2) Enables the agency to prepare meaningful recommendations and cost estimates based on the survey findings.

SAMPLE DATA COLLECTION WORKSHEET

FEDERAL OCCUPATION AND LEVEL BEING SURVEYED *ESTABLISHMENT CODE*

ESTABLISHMENT OCCUPATION TITLE *NUMBER OF HOURS IN NORMAL WORKWEEK*

UNUSUAL FEATURES OF WORKWEEK (ROTATING TOURS OF DUTY, NIGHT WORK, WEEKEND WORK, ETC.)

RATE PAID: __ HOURLY __ WEEKLY __ MONTHLY __ ANNUALLY OTHER (SPECIFY)

CURRENT RATE FOR NEW HIRES

RATE PAID EMPLOYEES AT THE ABOVE LEVEL NOW ON THE ROLLS:

RATE	*NUMBER OF EMPLOYEES PAID AT THAT RATE*	*RATE*	*NUMBER OF EMPLOYEES PAID AT THAT RATE*

COMMENTS:

MINIMUM QUALIFICATIONS FOR THIS JOB:

(NAME OF DATA COLLECTOR) (TELEPHONE) (DATE)

Appendix C. Determining Employee Rates

(The examples listed below were developed using the pay schedules in this supplement, book 536, appendix A. The specific locations and pay rates used in these examples are for illustration only. ♦ **When PMRS is used in the examples, it refers to the Performance Management and Recognition System. All examples assume fully successful performance by the PMRS employees.**)

1. Initial Coverage and Increases

Non-PMRS Employees

Except for employees receiving retained pay, when a employee is in a position to which a special rate schedule becomes initially applicable or for which the special salary rate schedule is increased, the agency shall fix the employee's rate of basic pay at the step in the new or increased special salary rate schedule that corresponds with the employee's existing step of the grade or level.

Example A—(initial coverage)

An employee is currently a nurse, GS–5, step 5 ($12,468) in Omaha, Nebraska, when special salary rates become initially authorized on 10/14/79. Effective 10/14/79, the employee's new salary is $14,670 (step 5 of the special rate range).

Example B—(increase)

On 10/11/80, a nurse in Omaha, Nebraska, is receiving a special rate of pay at step 2 of grade GS–5 ($13,569). Effective the first day of the first pay period on or after 10/12/80, the salary rate for the nurse is $14,383 (step 2 of the special rate range in effect on 10/12/80).

PMRS Employees

When a special rate of pay becomes initially applicable to, or increased for, an employee covered by the Performance Management and Recognition System, the employee's rate of basic pay shall be determined under § 540.106 of Title 5, Code of Federal Regulations.

Example C—(initial coverage) *Note:* For this example and for each of the subsequent examples in which PMRS employees are involved, the letters for each of the steps in the examples correspond with those in 5 CFR 540.106(c)(2)(i).

A PMRS employee is currently a GM–13 petroleum engineer, receiving a salary of $30,471 in Chicago, Illinois, when special salary rates becomes initially authorized on 10/14/79. Effective 10/14/79, the employee's new salary is $31,310, calculated as follows:

(A) $30,471 − $27,954 = $2,517
(B) $35,505 − $27,954 = $7,551
(C) 2,517 ÷ 7,551 = .3333
(D) $36,344 − $28,793 = $7,551
(E) $7,551 × .3333 = $2,517
(F) $28,793 + $2,517 = $31,310

Example D—(increase)

A PMRS employee, currently a GM–13 petroleum engineer, is receiving a special salary rate on 10/11/80 of $31,310. Effective 10/12/80, the employee's new salary is $33,187, calculated as follows:

(A) $31,310 − $28,793 = $2,517
(B) $36,344 − $28,793 = $7,551
(C) 2,517 ÷ 7,551 = .3333
(D) $38,521 − $30,520 = $8,001
(E) $8,001 × .3333 = $2,667
(F) $30,520 + $2,667 = $33,187

Employees on Retained Rates

When a special salary rate schedule becomes initially applicable to, or increased for, a position occupied by an employee who is receiving basic pay at a rate in excess of the maximum rate of the applicable rate schedule, the agency shall increase the employee's rate of basic pay as follows:

(a) If the employee is retaining a rate under 5 CFR Part 536, the agency shall increase the employee's rate of basic pay by an amount equal to 50 percent of the increase in the maximum rate of the applicable rate range, except as provided in 5 CFR 536.205(d).

Example E

On 10/12/80, a nurse, a GS–610–9, in Omaha, Nebraska is receiving a special rate at the retained rate of $23,000. Effective the first day of the first pay period on or after 10/12/80, the nurse's salary is increased by 50 percent of the increase made in step 10 of the special rate range ($22,762 − $21,457 × .5 = $653. $23,000 + $653 = $23,653).

(b) If the employee is retaining a rate under an authority other than 5 CFR Part 536 (including a retained special rate resulting from the reduction or termination of a special salary rate schedule before the first day of the first pay period beginning on or after January 11, 1979), the agency shall increase the employee's rate of basic pay by the amount of the increase in the maximum rate of the applicable rate range.

Example F

If the nurse in Example E had met the criteria in paragraph (b) above, the nurse would receive the full amount of the increase made in step 10. The new salary would be $24,305. ($22,762 − $21,457 = $1,305. $23,000 + $1,305 = $24,305).

2. Decreased and Discontinued Rates

Non-PMRS Employees

When the special salary rate schedule for a position is discontinued or decreased, the agency shall determine the rate of basic pay for an employee in the position as follows:

(a) If the employee is receiving a rate of basic pay equal to one of the rates in the regular or decreased special salary rate schedule for the employees's grade or level, the agency shall fix the employee's rate of basic pay at that rate.

Example G

A nurse is on the special nurse schedule in effect for Omaha, Nebraska, and is being paid at the rate for step 2 of the grade, $16,929. On 12/20/80, the special schedule for GS-610, Nurse, in Omaha is discontinued. Since $16,929 matches the rate of step 7 on the regular General Schedule, the agency shall fix the nurse's rate of basic pay at that rate.

(b) If the employee is receiving a rate of basic pay at a rate between two rates in the regular or decreased special salary rate schedule for the employee's grade or level, the agency shall fix the employee's rate of basic pay at the higher of the two rates.

Example H

If in Example G, the special salary rate being paid to the nurse before the special salary rate schedule was discontinued had been $17,000, a rate between steps 7 and 8 on the regular General Schedule, the agency would have to fix the nurse's rate at the rate for step 8 on the regular General Schedule, $17,399.

(c) If the employee is receiving a rate of basic pay at a rate in excess of the maximum rate for the regular or decreased special salary rate schedule for the employee's grade or level, the agency shall fix the employee's rate of basic pay at his or her existing rate, and the employee shall be entitled to this rate as provided in 5 CFR 536.104(a)(3).

Example I

If in Examle G, the special salary rate being paid to the nurse before the special salary rate schedule was discontinued had been $18,809 (step 6 on the special salary rate schedule), the agency would have to fix the nurse's rate of basic pay at that rate.

PMRS Employees

If a PMRS employee is receiving a rate of basic pay established under 5 CFR Part 540, the employee shall receive his or her existing rate. If the employee's existing rate exceeds the maximum rate for the regular or decreased special salary rate schedule for the employee's grade or level, the employee shall be entitled to this rate as provided in 5 CFR 536.104(a)(3).

Example J

A GM-880-14, mining engineer, covered by special salary rates is being paid at the rate for step 10 of the grade, $45,574. On 12/20/80, the special salary schedule for GS-880-14 mining engineers is discontinued. Since the employee's rate, $45,574, exceeds the maximum rate for the regular General Schedule, $44,522, the agency shall fix the employee's salary at the employee's existing rate, $45,574.

3. New Appointments

The agency shall determine the rate of basic pay for an individual receiving an initial appointment (including an appointment after a break in service of at least one work day) to a position to which a special salary rate schedule applies under the regulations governing the pay system under which the employee is appointed without regard to the special salary rate schedule and shall use the step or rate thus determined to fix the employee's rate at the corresponding step or rate in the special salary rate schedule.

Example K—(non-PMRS employees)

A nurse hired on 10/12/80 by a Federal facility in Omaha, Nebraska, at the GS-5 level, with no previous Federal experience, must be hired at the GS-5, step 1, special salary rate of $13,994.

Example L—(non-PMRS employees)

If in Example K, the nurse had been a Federal employee in a regular rate area of the country and had left his/her GS–5, step 4, Federal job in December 1979 ($12,101), the employee's starting salary on 10/12/80 would be $15,161 (the special rate for GS–5, step 4, in Omaha effective 10/12/80).

Example M—(PMRS employees)

A petroleum engineer hired on 10/12/80 by a Federal facility in Omaha, Nebraska, had been a Federal employee in a regular rate position and had left his/her GM–13 PMRS position in December 1979 ($30,471). The employee's starting salary, once the agency determines what his/her salary should be under its pay regulations, should be augmented by the amount computed by using the formula in 5 CFR 540.106 to account for the special salary rate authorized for this position nationwide. The calculations are as follows: Assume the employee and agency agree on a starting salary, before considering the special salary rate for this occupation, of $30,471. Then,

(A) $30,471 − $27,954 = $2,517
(B) $35,505 − $27,954 = $7,551
(C) 2,517 ÷ 7,551 = .3333
(D) $36,344 − $28,793 = $7,551
(E) $7,551 × .3333 = $2,517
(F) $28,793 + $2,517 = $31,310

4. General Exception

Except as provided in paragraphs (5), (6), and (7) of this appendix, all other actions of promotion, reduction in grade, transfer, or reassignment are governed by the pay-fixing rules established for the appropriate pay system to which, or in which, the personnel action is taken.

5. Reassignments or Transfers

When an employee is reassigned or transferred at the same grade or level under the same pay system to a position to which a special salary rate schedule applies, the agency shall fix the employee's rate in the special salary rate schedule at the step or rate which corresponds to the employee's existing step or rate.

Example N—(non-PMRS employees)

On 10/21/81, a nurse, GS–5, step 4 ($13,596), working at a Federal facility in Phoenix, Arizona, is transferred to a job in Omaha, Nebraska. The employee's new special rate salary is $16,068 (the special rate for GS–5, step 4, in Omaha effective 10/11/80).

Example O—(PMRS employees)

On 10/21/81, a PMRS GM–13 petroleum engineer ($33,293) working at a Federal facility in Saudi Arabia, a location not covered by special salary rates, is transferred to a job in the United States. The employee's new salary should be computed without regard to special salary rates and then should be increased by the amount determined by following the provisions of 5 CFR 540.106 to account for the special salary rate authorized for this position. The calculations are as follows:

(A) $33,293 − $31,409 = $1,884
(B) $39,887 − $31,409 = $8,478
(C) 1,884 ÷ 8,478 = .2222
(D) $40,829 − $32,351 = $8,478
(E) $8,478 × .2222 = $1.884
(F) $32,351 + $1,882 = $34,235

6. Promotions

When an employee in a position to which a special salary rate schedule does not apply is promoted to a position to which a special salary rate schedule applies, the agency shall first determine the employee's step or rate in the higher grade or level without regard to the special salary rate schedule, and then shall fix the employee's rate at the corresponding step or rate in the special salary rate schedule for the grade to which promoted.

Example P—(non-PMRS employees)

On 10/21/81, a practical nurse, GS–4 step 4 ($12,361) working at a Federal facility in Omaha, Nebraska, is promoted to GS–5, nurse. In accordance with applicable regulations, the nurse's new grade and step is GS–5, step 3. The employee's new salary is $15,656 on the special salary rate schedule.

Example Q—(PMRS employees)

On 10/21/81, a GM–13 PMRS petroleum engineer ($33,293) working at a Federal facility in Saudi Arabia, a location not covered by special salary rates, is promoted to another PMRS position in the United States. The employee's new salary should be computed without regard to special salary rates and then should be increased by teh amount determined by following the provisions of 5 CFR 540.106 to account for the special salary rate authorized for this position. The calculations are as follows:

$33,293 × 1.06 (6 percent increase upon promotion) = $35,291

(A) $35,291 – $31,409 = $3,882
(B) 39,887 – $31,409 = $8,478
(C) 3,882 ÷ 8,478 = .4579
(D) $40,829 – $32,351 = $8,478
(E) $8,478 × .4579 = $3,882
(F) $32,351 + $3,882 = $36,233

7. **Reduction in Grade**

When an employee not entitled to a retained grade or rate under appropriate authority is reduced in grade to a position to which a special salary rate schedule applies, the agency shall first determine the employee's step or rate in the lower grade without regard to the special salary rate schedule, and then shall fix the employee's rate at the corresponding step or rate in the special salary rate schedule for the grade to which reduced.

Example R—(non-PMRS employees)

On 10/21/81, a practical nurse, GS–5, step 3 ($13,184) working in a Federal facility in Sioux City, Iowa, is reduced in grade at his/her request to nurse, GS–4. The agency first determines the employee's salary without regard to special salary rates to be $12,361, or GS–4, step 4 on the regular General Schedule. The rate payable to the employee is the corresponding grade and step rate on the special rate schedule: $14,611.

Example S—(PMRS employees)

On 10/21/81, a GM–14 PMRS petroleum scientist not covered by special salary rates, is demoted at his/her request to a GM–13 PMRS petroleum engineer position. The agency first determines that the employee's salary without regard to special salary rates to be $38,000. The rate payable to the employee should then be increased by the amount determined by following the provisions of 5 CFR 540.106 to account for the special salary rate authorized for this position. The calculations are as follows:

(A) $38,000 – $31,409 = $6,591
(B) $39,887 – $31,409 = $8,478
(C) 6,591 ÷ 8,478 = .7774
(D) $40,829 – $32,351 = $8,478
(E) $8,478 × .7774 = $6,591
(F) $32,351 + $6,591 = $38,942

8. It is possible for a special salary rate schedule not to change in dollar amount at the time a general adjustment in regular rates of the General Schedule. Accordingly, the rates for some special rate schedules may correspond with the regular General Schedule rates that were in effect in one or more previous fiscal years, while the rates for other special rate schedules may not correspond with the rates on any past or current General Schedule. The employee will receive whatever the pay rate is for the grade under the special salary rate schedule that applies to the employee. The fact that a special salary rate may not correspond with the rate on the current regular General Schedule does not interfere with an employee's entitlement to a step increase when due. Also, other pay administration rules are not affected by the fact that a special salary rate schedule may not correspond to the current General Schedule. ◆

APPENDIX D. SPECIAL SALARY RATES SCHEDULES

1. The tables in this appendix show the special salary rates established by the Office of Personnel Management under Section 5303 of title 5, United States Code as of the date this installment was issued. The tables are usually updated annually in conjunction with the annual review. Each table identifies (1) specific occupational series coverage by series code and title, (2) the geographic and (where applicable) agency coverage (3) grade or grade levels covered, (4) the special minimum rate identified as "1st Step Rate," (5) the special maximum rate identified as "10th Step Rate," (6) the amount of the within-grade increase, (7) the table number of the special rate authorization (table numbers are provided for use in data processing systems), and (8) the action taken as a result of the annual review and the effective date. The effective date of increases and additions to coverage is the first day of the first applicable pay period beginning on or after the date shown for each authorization. (Where no change was made in the authorization, the date the authorization was last changed appears as the effective date.)

2. The full range of special rates for each grade can be prepared by successively adding the amount of the within-grade increase, as shown for each grade, beginning with the special minimum rate, to produce a rate for each step up to the special maximum rate. To illustrate, assume an authorization exists at GS-9, and that the "1st step rate" is $26,331.

The special minimum (i.e., 1st step rate) is $26,331, the maximum (i.e., 10th step rate) is $32,406, and the amount of the within-grade increase is $675.

1	2	3	4	5	6	7	8	9	10
$26,331	27,006	27,681	28,356	29,031	29,706	30,381	31,056	31,731	32,406

This procedure is to be followed in preparing a full 10-step schedule of special rates for each occupation and grade level listed in this appendix.

3. Each of the special rate authorizations listed in this appendix is subject to change at any time based on improvement or deterioration of the staffing conditions upon which the authorization is based. Changes may be initiated as a result of the annual review (required by Executive Order 11721) or any interim review or agency request for changes. Consequently, agencies should exercise caution when making commitments of employment for future dates. The rates of pay in effect on the enter on duty date could be higher or lower than the currently published rates; any commitments for rates of pay higher than those in effect on the enter on duty date cannot be honored.

4. When cited, "MSA" means the Metropolitan Statistical Area (an PMSA and CMSA refers to Primary and Consolidated MSA) as defined by the Office of Management and Budget.

5. Unless otherwise indicated, all agencies in the geographic area covered by each special salary rate authorization must pay the specified rates to their employees.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 001

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	24836	25612	26388	27164	27940	28716	29492	30268	31044	31820	776

OCCUPATION(S): 0649 MED MACH TECH

AGENCY(S)/SUBELEMENTS: HE37 INDIAN HEALTH SERVICE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
02	0000	000	ALASKA	AK

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 002

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	26388	27164	27940	28716	29492	30268	31044	31820	32596	33372	776
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
10	31154	32098	33042	33986	34930	35874	36818	37762	38706	39650	944
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1335	053	FORT ORD	CA
06	2905	075	PRESIDIO U S ARMY	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 003

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857

OCCUPATION(S): 1980 AG COMMOD GRD
RESTRICTED TO FRESH FRUIT AND VEGETABLE GRADERS ONLY

AGENCY(S)/SUBELEMENTS: AG AGRICULTURE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 004

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 1550 COMP SCIENTIST

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
42	8845	017	WARMINSTER	PA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 005

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1335	053	FORT ORD	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 006

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17701	18207	18713	19219	19725	20231	20737	21243	21749	22255	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	22425	23126	23827	24528	25229	25930	26631	27332	28033	28734	701

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
23	4250	031	KITTERY	ME
33	0430	015	PORTSMOUTH	NH

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 007

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
8	27164	27940	28716	29492	30268	31044	31820	32596	33372	34148	776
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857
10	31154	32098	33042	33986	34930	35874	36818	37762	38706	39650	944
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 0651 RESPIRATRY THER

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
SH	US SOLDIERS & AIRMENS HOME		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 008

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	24060	24836	25612	26388	27164	27940	28716	29492	30268	31044	776

OCCUPATION(S): 0647 DIAG RAD TEC

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
08	0110	001	AURORA	CO
08	0110	005	AURORA	CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 010

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	17574	18025	18476	18927	19378	19829	20280	20731	21182	21633	451
4	19219	19725	20231	20737	21243	21749	22255	22761	23267	23773	506
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	22425	23126	23827	24528	25229	25930	26631	27332	28033	28734	701

OCCUPATION(S): 0318 SECRETARY 0322 CLERK TYPIST 0356 DATA TRANSCRIBE XXXX (DATA TRANSCRI)
XXXX (STENOGRAPHY) XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AF	AIR FORCE
AR	ARMY	CM	COMMERCE DEPT
DD	DEFENSE DEPT (EXCL MIL DEPTS)	VA	DEPT VETERANS AFFAIRS
EE	EQUAL EMPLOYMENT OPPOR COMM	IN08	GEOLOGICAL SURVEY
DJ	JUSTICE DEPT	NN	NAT AERONAUTICS & SPACE ADMIN
NV	NAVY	TD	TRANSPORTATION DEPT
TR	TREASURY DEPT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0895	085	COYOTE	CA
06	2140	081	MENLO PARK	CA
06	2205	085	MOFFETT FIELD	CA
06	2280	085	MORGAN HILL	CA
06	2311	085	MOUNTAIN VIEW	CA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 010

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2660	085	PALO ALTO	CA
06	2980	081	REDWOOD CITY	CA
06	3340	085	SAN JOSE	CA
06	3440	085	SANTA CLARA	CA
06	3790	085	SUNNYVALE	CA
06	3993	001	UNION CITY	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 011

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631

OCCUPATION(S): 0081 FIREFIGHTER

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
02	0462	290	CLEAR A.F.B.	AK

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 012

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	17123	17574	18025	18476	18927	19378	19829	20280	20731	21182	451
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S):

0029 ENV PROTECT ASS
0072 FINGERPRINT ID
0086 SECURITY CK/AST
0119 ECONOMICS ASST
0134 INTELL AID/CLK
0203 PERS CLK & ASST
0204 MIL PER CLK/TCN
0302 MESSENGER
0303 MISC CLK & ASST
0304 INF RECEPTIONST
0305 MAIL & FILE CLK
0309 CORRESP CLERK
0312 CLERK STENO
0313 WK UNIT SUPERV
0318 SECRETARY
0319 CLOSED MICR RPT
0322 CLERK TYPIST
0332 COMPUTER OPER
0335 COMPUTER CLERK
0344 MGMT CLK & ASST
0350 EQUIPMENT OPER
0351 PRINTING CLK
0356 DATA TRANSCRIBE
0357 CODER
0359 EL ACCT MACH OP
0382 TELEPHONE OPER
0385 TELETYPIST
0388 CRYPT EQUIP OPE
0390 COMM RELAY OPRT
0392 DATA COM EQP OP
0394 COMMUNIC CLK
0503 FINANCL CLK AST
0525 ACCOUNTING TECH
0530 CASH PROCESSING
0540 VOUCHER EXAMNR
0544 PAYROLL
0545 MILITARY PAY
0561 BUDGET CLK/ASST
0590 TIME & LEAVE
0592 TAX EXAMINER
0593 INSURANCE ACCT
0675 MED REC TEC(TMR
0679 MEDICAL CLERK
0962 CONTACT REP
0963 LEGAL INST EXMR
0986 LEGAL CLK/TECHN
0998 CLAIMS CLERK
1001 GEN ARTS & INF
1021 OFFICE DRAFTING
1046 LANGUAGE CLERK
1087 EDITORIAL ASST
1101 GEN BUS & IND
1105 PURCHASER
1106 PROCMT CLK/ASST
1107 PROPTY DISP CLK
1152 PRODUCTION CONT
1411 LIBRARY TECHN
1421 ARCHIVES TECHN
1531 STATISTCL ASST
1802 COMPLIANCE INSP
1897 CUSTOMS AID
2001 GEN SUPPLY
2005 SUPPLY CLK/TECH
2091 SALES STORE CLK
2102 TRANSP CLK/ASST
2131 FREIGHT RATE
2132 TRAVEL
2133 PASSENGER RATE
2134 SHIPMENT CLERK
2151 DISPATCHER
XXXX (DATA TRANSCRI)
XXXX (STENOGRAPHY)
XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

KG ACTION
JL01 ADMIN OFFICE OF U.S. COURTS
AG AGRICULTURE DEPT
AF AIR FORCE
AR ARMY
CM COMMERCE DEPT
CT COMMODITY FUTURES TRADING COMM
SK CONSUMER PRODUCT SAFETY COMM
DD DEFENSE DEPT (EXCL MIL DEPTS)
ST DEPARTMENT OF STATE
VA DEPT VETERANS AFFAIRS
ED EDUCATION DEPT
DN ENERGY DEPT
EP ENVIRONMENTAL PROTECTION AGCY
EE EQUAL EMPLOYMENT OPPOR COMM
FC FED COMMUNICATIONS COMMISSION
FD FED DEPOSIT INSURANCE CORP
EM FED EMERGENCY MANAGEMENT AGCY
AU FED LABOR RELATIONS AUTHORITY
FM FED MEDIATION/CONCILIATION SVC
FT FED TRADE COMMISSION
MC FEDERAL MARITIME COMMISSION
GS GENERAL SERVICES ADMIN
HE HEALTH AND HUMAN SERVICES
HU HOUSING & URBAN DEVELOPMENT
IN INTERIOR DEPT
IC INTERSTATE COMMERCE COMMISSION
DJ JUSTICE DEPT
DL LABOR DEPARTMENT
BD MERIT SYSTEMS PROTECTION BD
NN NAT AERONAUTICS & SPACE ADMIN
TB NAT TRANSPORTATION SAFETY BD
NL NATIONAL LABOR RELATIONS BD
NV NAVY
RR RAILROAD RETIREMENT BOARD
SE SECURITIES & EXCHANGE COMM
SS SELECTIVE SERVICE SYSTEM

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 012

AGENCY(S)/SUBELEMENTS:

		SB	SMALL BUSINESS ADMINISTRATION
SM	SMITHSONIAN INSTITUTION	TD	TRANSPORTATION DEPT
TR	TREASURY DEPT	IB	US INFORMATION AGENCY
OM	US OFFICE OF PERSONNEL MGMT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 US CUSTOMS SERVICE AND THE FEDERAL BUREAU OF INVESTIGATION ARE NOT COVERED BY THIS TABLE. SEE TABLE 348 FOR THESE COMPONENTS.

TABLE NUMBER: 013

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: DJ03 FEDERAL PRISON SYSTEM

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
27	5960	109	ROCHESTER	MN

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 014

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
08	0110	001	AURORA	CO
08	0110	005	AURORA	CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 015

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	37338	38375	39412	40449	41486	42523	43560	44597	45634	46671	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
21	1167	093	FORT KNOX	KY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 016

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	43509	44752	45995	47238	48481	49724	50967	52210	53453	54696	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
42	1100	041	CARLISLE	PA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 017

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	17539	18105	18671	19237	19803	20369	20935	21501	22067	22633	566
6	19550	20181	20812	21443	22074	22705	23336	23967	24598	25229	631
7	22425	23126	23827	24528	25229	25930	26631	27332	28033	28734	701
8	24836	25612	26388	27164	27940	28716	29492	30268	31044	31820	776
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	29266	30210	31154	32098	33042	33986	34930	35874	36818	37762	944

OCCUPATION(S): 0332 COMPUTER OPER

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
DD	DEFENSE DEPT (EXCL MIL DEPTS)	VA	DEPT VETERANS AFFAIRS
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
DJ	JUSTICE DEPT	NV	NAVY
TR	TREASURY DEPT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
48	0000	085	COLLIN	TX
48	0000	113	DALLAS	TX
48	0000	121	DENTON	TX
48	0000	139	ELLIS	TX
48	0000	251	JOHNSON	TX
48	0000	257	KAUFMAN	TX
48	0000	367	PARKER	TX
48	0000	397	ROCKWALL	TX
48	0000	439	TARRANT	TX

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 017

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 018

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566
7	22425	23126	23827	24528	25229	25930	26631	27332	28033	28734	701
9	26574	27431	28288	29145	30002	30859	31716	32573	33430	34287	857

OCCUPATION(S): 0610 NURSE CLINICAL

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	2203	073	FORT GORDON	GA
13	2203	163	FORT GORDON	GA
13	2203	189	FORT GORDON	GA
13	2203	245	FORT GORDON	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 019

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	32573	33430	34287	35144	36001	36858	37715	38572	39429	40286	857
11	37338	38375	39412	40449	41486	42523	43560	44597	45634	46671	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	2203	073	FORT GORDON	GA
13	2203	163	FORT GORDON	GA
13	2203	189	FORT GORDON	GA
13	2203	245	FORT GORDON	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 022

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	17574	18025	18476	18927	19378	19829	20280	20731	21182	21633	451
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	21501	22067	22633	23199	23765	24331	24897	25463	26029	26595	566
6	22705	23336	23967	24598	25229	25860	26491	27122	27753	28384	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0675	029	CHINA LAKE	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 023

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	16672	17123	17574	18025	18476	18927	19378	19829	20280	20731	451
4	17701	18207	18713	19219	19725	20231	20737	21243	21749	22255	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701
8	24060	24836	25612	26388	27164	27940	28716	29492	30268	31044	776

OCCUPATION(S):

0029 ENV PROTECT ASS　0072 FINGERPRINT ID　0086 SECURITY CK/AST　0119 ECONOMICS ASST
0134 INTELL AID/CLK　0203 PERS CLK & ASST　0204 MIL PER CLK/TCN　0302 MESSENGER
0303 MISC CLK & ASST　0304 INF RECEPTIONST　0305 MAIL & FILE CLK　0309 CORRESP CLERK
0312 CLERK STENO　0318 SECRETARY　0319 CLOSED MICR RPT　0322 CLERK TYPIST
0332 COMPUTER OPER　0335 COMPUTER CLERK　0344 MGMT CLK & ASST　0350 EQUIPMENT OPER
0351 PRINTING CLK　0356 DATA TRANSCRIBE　0357 CODER　0359 EL ACCT MACH OP
0382 TELEPHONE OPER　0385 TELETYPIST　0388 CRYPT EQUIP OPE　0390 COMM RELAY OPRT
0392 DATA COM EQP OP　0394 COMMUNIC CLK　0503 FINANCL CLK AST　0525 ACCOUNTING TECH
0530 CASH PROCESSING　0540 VOUCHER EXAMNR　0544 PAYROLL　0545 MILITARY PAY
0561 BUDGET CLK/ASST　0590 TIME & LEAVE　0592 TAX EXAMINER　0593 INSURANCE ACCT
0675 MED REC TEC　0679 MEDICAL CLERK　0963 LEGAL INST EXMR　0986 LEGAL CLK/TECHN
0998 CLAIMS CLERK　1001 GEN ARTS & INF　1046 LANGUAGE CLERK　1087 EDITORIAL ASST
1101 GEN BUS & IND　1105 PURCHASER　1106 PROCMT CLK/ASST　1107 PROPTY DISP CLK
1152 PRODUCTION CONT　1411 LIBRARY TECHN　1421 ARCHIVES TECHN　1531 STATISTCL ASST
1802 COMPLIANCE INSP　1897 CUSTOMS AID　2005 SUPPLY CLK/TECH　2091 SALES STORE CLK
2102 TRANSP CLK/ASST　2131 FREIGHT RATE　2132 TRAVEL　2134 SHIPMENT CLERK
2151 DISPATCHER　XXXX (DATA TRANSCRI)　XXXX (STENOGRAPHY)　XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

KG	ACTION	AG	AGRICULTURE DEPT
AF	AIR FORCE	AR	ARMY
CM	COMMERCE DEPT	DD	DEFENSE DEPT (EXCL MIL DEPTS)
ST	DEPARTMENT OF STATE	VA	DEPT VETERANS AFFAIRS
ED	EDUCATION DEPT	DN	ENERGY DEPT
EP	ENVIRONMENTAL PROTECTION AGCY	EE	EQUAL EMPLOYMENT OPPOR COMM
FC	FED COMMUNICATIONS COMMISSION	EM	FED EMERGENCY MANAGEMENT AGCY
AU	FED LABOR RELATIONS AUTHORITY	FT	FED TRADE COMMISSION
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	IN	INTERIOR DEPT
IC	INTERSTATE COMMERCE COMMISSION	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	BD	MERIT SYSTEMS PROTECTION BD
NQ	NAT ARCHIVES AND RECORDS ADMIN	NL	NATIONAL LABOR RELATIONS BD
NV	NAVY	OS	OCCUP SAFETY & HEALTH REV COMM
RR	RAILROAD RETIREMENT BOARD	SE	SECURITIES & EXCHANGE COMM
SB	SMALL BUSINESS ADMINISTRATION	SM	SMITHSONIAN INSTITUTION
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT
OM	US OFFICE OF PERSONNEL MGMT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	0000	009	ESSEX	MA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 023

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	0000	017	MIDDLESEX	MA
25	0000	021	NORFOLK	MA
25	0000	023	PLYMOUTH	MA
25	0000	025	SUFFOLK	MA
25	0000	027	WORCESTER	MA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 024

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15190	15590	15990	16390	16790	17190	17590	17990	18390	18790	400
3	17123	17574	18025	18476	18927	19378	19829	20280	20731	21182	451
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631

OCCUPATION(S):

0312 CLERK STENO
0318 SECRETARY
0322 CLERK TYPIST
0356 DATA TRANSCRIBE
XXXX (DATA TRANSCRI)
XXXX (STENOGRAPHY)
XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

KG	ACTION	AG	AGRICULTURE DEPT
AF	AIR FORCE	AR	ARMY
CM	COMMERCE DEPT	SK	CONSUMER PRODUCT SAFETY COMM
DD	DEFENSE DEPT (EXCL MIL DEPTS)	ST	DEPARTMENT OF STATE
VA	DEPT VETERANS AFFAIRS	ED	EDUCATION DEPT
DN	ENERGY DEPT	EP	ENVIRONMENTAL PROTECTION AGCY
EE	EQUAL EMPLOYMENT OPPOR COMM	FC	FED COMMUNICATIONS COMMISSION
EM	FED EMERGENCY MANAGEMENT AGCY	AU	FED LABOR RELATIONS AUTHORITY
FM	FED MEDIATION/CONCILIATION SVC	FT	FED TRADE COMMISSION
MC	FEDERAL MARITIME COMMISSION	GS	GENERAL SERVICES ADMIN
HE	HEALTH AND HUMAN SERVICES	HU	HOUSING & URBAN DEVELOPMENT
IN	INTERIOR DEPT	IC	INTERSTATE COMMERCE COMMISSION
DJ	JUSTICE DEPT	DL	LABOR DEPARTMENT
BD	MERIT SYSTEMS PROTECTION BD	NQ	NAT ARCHIVES AND RECORDS ADMIN
CU	NAT CREDIT UNION ADMINISTRATN	NL	NATIONAL LABOR RELATIONS BD
NV	NAVY	RR	RAILROAD RETIREMENT BOARD
SE	SECURITIES & EXCHANGE COMM	SS	SELECTIVE SERVICE SYSTEM
SB	SMALL BUSINESS ADMINISTRATION	SM	SMITHSONIAN INSTITUTION
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT
OM	US OFFICE OF PERSONNEL MGMT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	001	ALAMEDA	CA
06	0000	013	CONTRA COSTA	CA

TABLE NUMBER: 024

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	041	MARIN	CA
06	0000	055	NAPA	CA
06	0000	075	SAN FRANCISCO	CA
06	0000	081	SAN MATEO	CA
06	0000	085	SANTA CLARA	CA
06	0000	095	SOLANO	CA
06	3651	097	SKAGGS ISLAND	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 THIS AUTHORIZATION EXCLUDES ALL AREAS NOW COVERED BY TABLE 010. COVERAGE FOR NAPA COUNTY APPLIES ONLY TO INTERIOR AND HHS.

TABLE NUMBER: 026

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: IN INTERIOR DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
32	0021	003	BOULDER CITY	NV

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AT AGENCY'S REQUEST GS-5 IS TERMINATED.
AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 027

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
10	36818	37762	38706	39650	40594	41538	42482	43426	44370	45314	944
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	43509	44752	45995	47238	48481	49724	50967	52210	53453	54696	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	0815	045	CAMP DRUM	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 028

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	37338	38375	39412	40449	41486	42523	43560	44597	45634	46671	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	2218	029	FORT STEWART	GA
13	2218	109	FORT STEWART	GA
13	2218	179	FORT STEWART	GA
13	2218	183	FORT STEWART	GA
13	2218	267	FORT STEWART	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 029

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15190	15590	15990	16390	16790	17190	17590	17990	18390	18790	400
3	16221	16672	17123	17574	18025	18476	18927	19378	19829	20280	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S):

0312 CLERK STENO
0322 CLERK TYPIST
0356 DATA TRANSCRIBE
XXXX (DATA TRANSCRI)
XXXX (STENOGRAPHY)
XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

KG	ACTION	AA	ADMINISTRATIVE CONFERENCE US
AN	AFRICAN DEVELOPMENT FOUNDATION	AG	AGRICULTURE DEPT
AF	AIR FORCE	AB	AM BATTLE MONUMENTS COMM
BT	ARCHIT/TRANSP BARRIER COMPL BD	LA	ARCHITECT OF THE CAPITOL
AD	ARMS CONTROL & DISARMAMENT AGY	AR	ARMY
BR	BOARD FOR INTNL BROADCASTING	HB	COMM PURCH BLIND/OTH SEV HANDI
CM	COMMERCE DEPT	CC	COMMISSION ON CIVIL RIGHTS
CF	COMMISSION ON FINE ARTS	CT	COMMODITY FUTURES TRADING COMM
SK	CONSUMER PRODUCT SAFETY COMM	DD	DEFENSE DEPT (EXCL MIL DEPTS)
ST	DEPARTMENT OF STATE	VA	DEPT VETERANS AFFAIRS
ED	EDUCATION DEPT	DN	ENERGY DEPT
EP	ENVIRONMENTAL PROTECTION AGCY	EE	EQUAL EMPLOYMENT OPPOR COMM
EB	EXPORT-IMPORT BANK OF THE US	FL	FARM CREDIT ADMINISTRATION
FC	FED COMMUNICATIONS COMMISSION	FD	FED DEPOSIT INSURANCE CORP
LF	FED ELECTION COMMISSION	EM	FED EMERGENCY MANAGEMENT AGCY
AU	FED LABOR RELATIONS AUTHORITY	FM	FED MEDIATION/CONCILIATION SVC
RS	FED MINE SAFETY & HLTH RVW COM	RF	FED RETIRMNT THRIFT INVEST BD
FT	FED TRADE COMMISSION	FY	FEDERAL HOUSING FINANCE BOARD
MC	FEDERAL MARITIME COMMISSION	LG	GENERAL ACCOUNTING OFFICE
GS	GENERAL SERVICES ADMIN	LP	GOVERNMENT PRINTING OFFICE
HT	HARRY S TRUMAN SCHOLARSHIP FND	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	AH03	INSTITUTE OF MUSEUM SERVICES
IF	INTER-AMERICAN FOUNDATION	IN	INTERIOR DEPT
IC	INTERSTATE COMMERCE COMMISSION	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	LC	LIBRARY OF CONGRESS
BD	MERIT SYSTEMS PROTECTION BD	NN	NAT AERONAUTICS & SPACE ADMIN
NQ	NAT ARCHIVES AND RECORDS ADMIN	NP	NAT CAPITOL PLANNING COMM
CX	NAT COMM LIBRARIES/INF SCIENCE	CU	NAT CREDIT UNION ADMINISTRATN
AH	NAT FOUNATION ARTS/HUMANITIES	TB	NAT TRANSPORTATION SAFETY BD
NL	NATIONAL LABOR RELATIONS BD	NM	NATIONAL MEDIATION BOARD
NF	NATIONAL SCIENCE FOUNDATION	NS	NATIONAL SECURITY COUNCIL
NV	NAVY	NU	NUCLEAR REGULATORY COMMISSION
OS	OCCUP SAFETY & HEALTH REV COMM	EC	OFFICE OF ADMINISTRATION
GG	OFFICE OF GOVERNMENT ETHICS	BO	OFFICE OF MANAGEMENT & BUDGET
TN	OFFICE US TRADE REPRESENTATIVE	AMPC	OVERSEAS PRIV INVESTMENT CORP
PC	PANAMA CANAL COMMISSION	PU	PEACE CORPS
PK	PENNSYLVANIA AVE DEVEL CORP		

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 029

AGENCY(S)/SUBELEMENTS:

		BG	PENSION BENEFIT GUARANTY CORP
RR	RAILROAD RETIREMENT BOARD	SE	SECURITIES & EXCHANGE COMM
SS	SELECTIVE SERVICE SYSTEM	SB	SMALL BUSINESS ADMINISTRATION
SM	SMITHSONIAN INSTITUTION	TD	TRANSPORTATION DEPT
TR	TREASURY DEPT	AM	U.S. INTERN DEV COOPERATION AG
LT	UNITED STATES TAX COURT	HO	US HOLOCAUST MEMORIAL COUNCIL
IB	US INFORMATION AGENCY	TC	US INTERNATIONAL TRADE COMM
OM	US OFFICE OF PERSONNEL MGMT	SH	US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0695	099	DAHLGREN	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA
51	2518	061	VINT HILL FARMS MIL INS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 032

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	21501	22067	22633	23199	23765	24331	24897	25463	26029	26595	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037

OCCUPATION(S): 1529 MATH STATISTICN

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AF	AIR FORCE
AR	ARMY	CM	COMMERCE DEPT
SK	CONSUMER PRODUCT SAFETY COMM	DD	DEFENSE DEPT (EXCL MIL DEPTS)
VA	DEPT VETERANS AFFAIRS	DN	ENERGY DEPT
EP	ENVIRONMENTAL PROTECTION AGCY	EE	EQUAL EMPLOYMENT OPPOR COMM
HE	HEALTH AND HUMAN SERVICES	IN	INTERIOR DEPT
DJ	JUSTICE DEPT	DL	LABOR DEPARTMENT
NV	NAVY	TD	TRANSPORTATION DEPT
TR	TREASURY DEPT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 033

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	14868	15319	15770	16221	16672	17123	17574	18025	18476	18927	451
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566

OCCUPATION(S): 0303 MISC CLK & ASST 0312 CLERK STENO 0318 SECRETARY 0322 CLERK TYPIST
XXXX (STENOGRAPHY) XXXX (TYPING)

AGENCY(S)/SUBELEMENTS: DD10 DEFENSE CONTRACT AUDIT AGENCY DD07 DEFENSE LOGISTICS AGENCY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
33	0350	011	NASHUA	NH

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
SPECIAL RATES LIMITED TO THOSE WORKING ON SITE OF SANDERS
ASSOCIATES ONLY.

TABLE NUMBER: 034

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	14417	14868	15319	15770	16221	16672	17123	17574	18025	18476	451
4	16183	16689	17195	17701	18207	18713	19219	19725	20231	20737	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631

OCCUPATION(S): 0303 MISC CLK & ASST 0312 CLERK STENO 0318 SECRETARY 0322 CLERK TYPIST
XXXX (STENOGRAPHY) XXXX (TYPING)

AGENCY(S)/SUBELEMENTS: DD10 DEFENSE CONTRACT AUDIT AGENCY DD07 DEFENSE LOGISTICS AGENCY
DN ENERGY DEPT NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	1030	003	PITTSFIELD	MA
36	5550	093	SCHENECTADY	NY
36	6623	091	WEST MILTON	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
SPECIAL RATES LIMITED TO THOSE WORKING ON SITE OF THE
GENERAL ELECTRIC COMPANY ONLY.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 035

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	14417	14868	15319	15770	16221	16672	17123	17574	18025	18476	451
4	16183	16689	17195	17701	18207	18713	19219	19725	20231	20737	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566

OCCUPATION(S): 0303 MISC CLK & ASST 0322 CLERK TYPIST

AGENCY(S)/SUBELEMENTS: DD10 DEFENSE CONTRACT AUDIT AGENCY DD07 DEFENSE LOGISTICS AGENCY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
23	0350	023	BATH	ME

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
SPECIAL RATES LIMITED TO THOSE WORKING ON SITE OF BATH IRON WORKS ONLY.

TABLE NUMBER: 036

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	14417	14868	15319	15770	16221	16672	17123	17574	18025	18476	451
4	16183	16689	17195	17701	18207	18713	19219	19725	20231	20737	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566
6	19550	20181	20812	21443	22074	22705	23336	23967	24598	25229	631

OCCUPATION(S):
0303 MISC CLK & ASST 0312 CLERK STENO 0318 SECRETARY 0322 CLERK TYPIST
0335 COMPUTER CLERK 0344 MGMT CLK & ASST 0392 DATA COM EQP OP 1106 PROCMT CLK/ASST
XXXX (STENOGRAPHY) XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:
AF AIR FORCE DD10 DEFENSE CONTRACT AUDIT AGENCY
DD07 DEFENSE LOGISTICS AGENCY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	0000	059	NASSAU	NY
36	0000	103	SUFFOLK	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
SPECIAL RATES LIMITED TO THOSE WORKING ON SITE OF FAIRCHILD REPUBLIC, THE EATON CORP., GRUMAN AEROSPACE, SPERRY CORP., AND THE DCAA LONG ISLAND BRANCH OFFICE.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 037

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
1	12114	12482	12697	13058	13422	13439	13776	14129	14482	14835	VARIES
2	13439	13590	13990	14390	14790	15190	15590	15990	16390	16790	VARIES
3	14868	15319	15770	16221	16672	17123	17574	18025	18476	18927	451
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631

OCCUPATION(S):

0029 ENV PROTECT ASS	0072 FINGERPRINT ID	0086 SECURITY CK/AST	0119 ECONOMICS ASST
0134 INTELL AID/CLK	0203 PERS CLK & ASST	0204 MIL PER CLK/TCN	0302 MESSENGER
0303 MISC CLK & ASST	0304 INF RECEPTIONST	0305 MAIL & FILE CLK	0309 CORRESP CLERK
0312 CLERK STENO	0318 SECRETARY	0319 CLOSED MICR RPT	0322 CLERK TYPIST
0332 COMPUTER OPER	0335 COMPUTER CLERK	0344 MGMT CLK & ASST	0350 EQUIPMENT OPER
0351 PRINTING CLK	0356 DATA TRANSCRIBE	0357 CODER	0359 EL ACCT MACH OP
0382 TELEPHONE OPER	0385 TELETYPIST	0388 CRYPT EQUIP OPE	0390 COMM RELAY OPRT
0392 DATA COM EQP OP	0394 COMMUNIC CLK	0503 FINANCL CLK AST	0525 ACCOUNTING TECH
0530 CASH PROCESSING	0540 VOUCHER EXAMNR	0544 PAYROLL	0545 MILITARY PAY
0561 BUDGET CLK/ASST	0590 TIME & LEAVE	0592 TAX EXAMINER	0593 INSURANCE ACCT
0675 MED REC TEC	0679 MEDICAL CLERK	0963 LEGAL INST EXMR	0986 LEGAL CLK/TECHN
0998 CLAIMS CLERK	1001 GEN ARTS & INF	1046 LANGUAGE CLERK	1087 EDITORIAL ASST
1101 GEN BUS & IND	1105 PURCHASER	1106 PROCMT CLK/ASST	1107 PROPTY DISP CLK
1152 PRODUCTION CONT	1411 LIBRARY TECHN	1421 ARCHIVES TECHN	1531 STATISTCL ASST
1802 COMPLIANCE INSP	1897 CUSTOMS AID	2005 SUPPLY CLK/TECH	2091 SALES STORE CLK
2102 TRANSP CLK/ASST	2131 FREIGHT RATE	2132 TRAVEL	2133 PASSENGER RATE
2134 SHIPMENT CLERK	2151 DISPATCHER	XXXX (DATA TRANSCRI)	XXXX (STENOGRAPHY)
XXXX (TYPING)			

AGENCY(S)/SUBELEMENTS:

KG	ACTION	AG	AGRICULTURE DEPT
AF	AIR FORCE	AR	ARMY
CM	COMMERCE DEPT	DD	DEFENSE DEPT (EXCL MIL DEPTS)
ST	DEPARTMENT OF STATE	VA	DEPT VETERANS AFFAIRS
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	IN	INTERIOR DEPT
DJ	JUSTICE DEPT	DL	LABOR DEPARTMENT
NL	NATIONAL LABOR RELATIONS BD	NV	NAVY
SB	SMALL BUSINESS ADMINISTRATION	TD	TRANSPORTATION DEPT
TR	TREASURY DEPT	OM	US OFFICE OF PERSONNEL MGMT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0000	000	CONNECTICUT	CT

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 038

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	24060	24836	25612	26388	27164	27940	28716	29492	30268	31044	776

OCCUPATION(S): 0651 RESP THER

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	041	MARIN	CA
06	0000	075	SAN FRANCISCO	CA
06	0000	081	SAN MATEO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 039

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AF AIR FORCE AR ARMY
NV NAVY HE30 PUBLIC HEALTH SERVICE AGENCIES
SH US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
24	0575	003	FORT MEADE	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 039

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 040

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	2195	215	FORT BENNING	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 041

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	37338	38375	39412	40449	41486	42523	43560	44597	45634	46671	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
01	1235	031	FORT RUCKER	AL
01	1235	045	FORT RUCKER	AL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 042

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
48	2437	027	FORT HOOD	TX

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 043

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17701	18207	18713	19219	19725	20231	20737	21243	21749	22255	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
25 0000 001 BARNSTABLE MA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 044

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
45 0885 079 FORT JACKSON SC

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 045

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
48	2433	141	FORT BLISS	TX

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 046

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
6	22705	23336	23967	24598	25229	25860	26491	27122	27753	28384	631
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701

OCCUPATION(S): 0648 THER RAD TEC

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	1970	740	PORTSMOUTH	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 047

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15190	15590	15990	16390	16790	17190	17590	17990	18390	18790	400
3	16221	16672	17123	17574	18025	18476	18927	19378	19829	20280	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S):

0312 CLERK STENO
0318 SECRETARY
0322 CLERK TYPIST
0356 DATA TRANSCRIBE
XXXX (DATA TRANSCRI)
XXXX (STENOGRAPHY)
XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AF	AIR FORCE
AR	ARMY	CM	COMMERCE DEPT
DD	DEFENSE DEPT (EXCL MIL DEPTS)	ST	DEPARTMENT OF STATE
VA	DEPT VETERANS AFFAIRS	DN	ENERGY DEPT
EP	ENVIRONMENTAL PROTECTION AGCY	EE	EQUAL EMPLOYMENT OPPOR COMM
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	IN	INTERIOR DEPT
DJ	JUSTICE DEPT	DL	LABOR DEPARTMENT
NQ	NAT ARCHIVES AND RECORDS ADMIN	TB	NAT TRANSPORTATION SAFETY BD
NL	NATIONAL LABOR RELATIONS BD	NV	NAVY
RR	RAILROAD RETIREMENT BOARD	SB	SMALL BUSINESS ADMINISTRATION
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT
OM	US OFFICE OF PERSONNEL MGMT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	003	BERGEN	NJ
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	023	MIDDLESEX	NJ
34	0000	027	MORRIS	NJ
34	0000	031	PASSAIC	NJ
34	0000	035	SOMERSET	NJ
34	0000	039	UNION	NJ
36	0000	087	ROCKLAND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS:

AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
THE INTERNAL REVENUE SERVICE IS NOT COVERED BY THIS TABLE.
SEE TABLE 284 FOR RATES FOR THIS COMPONENT OF TREASURY.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 049

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	0365	017	FORT DEVENS	MA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 050

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
9	26574	27431	28288	29145	30002	30859	31716	32573	33430	34287	857

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	1065	025	FT MONMOUTH	NJ
34	1580	029	LAKEHURST	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 051

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
9	26574	27431	28288	29145	30002	30859	31716	32573	33430	34287	857

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0190	017	BAYONNE	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 052

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 0334 COMPUTER SPEC

AGENCY(S)/SUBELEMENTS: RR RAILROAD RETIREMENT BOARD

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
17	1670	031	CHICAGO	IL
17	1670	043	CHICAGO	IL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 053

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	17123	17574	18025	18476	18927	19378	19829	20280	20731	21182	451
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	22425	23126	23827	24528	25229	25930	26631	27332	28033	28734	701
8	24060	24836	25612	26388	27164	27940	28716	29492	30268	31044	776

OCCUPATION(S): 0356 DATA TRANSCRIBE

AGENCY(S)/SUBELEMENTS: TR TREASURY DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	2758	103	HOLTSVILLE	NY
36	5210	103	RIVERHEAD	NY
36	6812	103	YAPHANK	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 054

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
20	1826	061	FORT RILEY	KS
20	1826	161	FORT RILEY	KS

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 055

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	24836	25612	26388	27164	27940	28716	29492	30268	31044	31820	776

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1970	037	LONG BEACH	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 056

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037

OCCUPATION(S): 0662 OPTOMETRIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
42	1100	041	CARLISLE	PA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 057

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	14790	15190	15590	15990	16390	16790	17190	17590	17990	18390	400
3	15770	16221	16672	17123	17574	18025	18476	18927	19378	19829	451
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566

OCCUPATION(S): 0312 CLERK STENO 0318 SECRETARY 0322 CLERK TYPIST

AGENCY(S)/SUBELEMENTS:

KG	ACTION	AG	AGRICULTURE DEPT
AF	AIR FORCE	AR	ARMY
CM	COMMERCE DEPT	SK	CONSUMER PRODUCT SAFETY COMM
DD10	DEFENSE CONTRACT AUDIT AGENCY	DD12	DEFENSE INVESTIGATIVE SERVICE
DD07	DEFENSE LOGISTICS AGENCY	VA	DEPT VETERANS AFFAIRS
ED	EDUCATION DEPT	DN	ENERGY DEPT
EP	ENVIRONMENTAL PROTECTION AGCY	EE	EQUAL EMPLOYMENT OPPOR COMM
FL	FARM CREDIT ADMINISTRATION	FC	FED COMMUNICATIONS COMMISSION
EM	FED EMERGENCY MANAGEMENT AGCY	AU	FED LABOR RELATIONS AUTHORITY
FT	FED TRADE COMMISSION	FY	FEDERAL HOUSING FINANCE BOARD
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	IN	INTERIOR DEPT
IC	INTERSTATE COMMERCE COMMISSION	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	BD	MERIT SYSTEMS PROTECTION BD
NQ	NAT ARCHIVES AND RECORDS ADMIN	TB	NAT TRANSPORTATION SAFETY BD
NL	NATIONAL LABOR RELATIONS BD	NV	NAVY
OS	OCCUP SAFETY & HEALTH REV COMM	RR	RAILROAD RETIREMENT BOARD
SE	SECURITIES & EXCHANGE COMM	SB	SMALL BUSINESS ADMINISTRATION
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT
OM	US OFFICE OF PERSONNEL MGMT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
48	0000	085	COLLIN	TX
48	0000	113	DALLAS	TX
48	0000	121	DENTON	TX
48	0000	139	ELLIS	TX
48	0000	251	JOHNSON	TX
48	0000	257	KAUFMAN	TX
48	0000	367	PARKER	TX
48	0000	397	ROCKWALL	TX
48	0000	439	TARRANT	TX

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 058

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
8	27940	28716	29492	30268	31044	31820	32596	33372	34148	34924	776
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857

OCCUPATION(S): 0648 THER RAD TEC

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	3260	073	SAN DIEGO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 059

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857

OCCUPATION(S): 0082 DEP US MARSHAL

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 059

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 060

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857

OCCUPATION(S): 0082 DEP US MARSHAL

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0010	009	ANSONIA	CT
09	0038	009	BEACON FALLS	CT
09	0050	001	BETHEL	CT
09	0080	001	BRIDGEPORT	CT
09	0083	005	BRIDGEWATER	CT
09	0098	001	BROOKFIELD	CT
09	0170	001	DANBURY	CT
09	0185	001	DARIEN	CT
09	0200	009	DERBY	CT
09	0227	001	EASTON	CT
09	0235	001	FAIRFIELD	CT
09	0256	001	GREENWICH	CT
09	0385	009	MILFORD	CT
09	0387	001	MONROE	CT
09	0425	001	NEW CANAAN	CT
09	0426	001	NEW FAIRFIELD	CT
09	0450	005	NEW MILFORD	CT
09	0460	001	NEWTOWN	CT
09	0510	001	NORWALK	CT
09	0541	009	OXFORD	CT
09	0605	001	REDDING	CT
09	0610	001	RIDGEFIELD	CT
09	0640	009	SEYMOUR	CT
09	0650	001	SHELTON	CT
09	0655	001	SHERMAN	CT
09	0700	001	STAMFORD	CT
09	0715	001	STRATFORD	CT
09	0765	001	TRUMBULL	CT

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 060

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0832	001	WESTON	CT
09	0835	001	WESTPORT	CT
09	0841	001	WILTON	CT
34	0000	003	BERGEN	NJ
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	019	HUNTERDON	NJ
34	0000	023	MIDDLESEX	NJ
34	0000	025	MONMOUTH	NJ
34	0000	027	MORRIS	NJ
34	0000	029	OCEAN	NJ
34	0000	031	PASSAIC	NJ
34	0000	035	SOMERSET	NJ
34	0000	037	SUSSEX	NJ
34	0000	039	UNION	NJ
36	0000	005	BRONX	NY
36	0000	047	KINGS	NY
36	0000	059	NASSAU	NY
36	0000	061	NEW YORK	NY
36	0000	071	ORANGE	NY
36	0000	079	PUTNAM	NY
36	0000	081	QUEENS	NY
36	0000	085	RICHMOND	NY
36	0000	087	ROCKLAND	NY
36	0000	103	SUFFOLK	NY
36	0000	119	WESTCHESTER	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 061

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857

OCCUPATION(S): 0082 DEP US MARSHAL

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	037	LOS ANGELES	CA
06	0000	059	ORANGE	CA
06	0000	065	RIVERSIDE	CA
06	0000	071	SAN BERNARDINO	CA
06	0000	111	VENTURA	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 062

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857

OCCUPATION(S): 0082 DEP US MARSHAL

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
12	0000	011	BROWARD	FL
12	0000	025	DADE	FL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 063

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857

OCCUPATION(S): 0334 COMPUTER SPEC

AGENCY(S)/SUBELEMENTS: TD03 FED AVIATION ADMINISTRATION

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0090	001	ATLANTIC CITY	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 064

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
24	0015	025	ABERDEEN PROV GRND	MD

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 065

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	29266	30210	31154	32098	33042	33986	34930	35874	36818	37762	944

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS:

AR	ARMY	DD	DEFENSE DEPT (EXCL MIL DEPTS)
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
DJ	JUSTICE DEPT	NV	NAVY
SM	SMITHSONIAN INSTITUTION	TR	TREASURY DEPT
SH	US SOLDIERS & AIRMENS HOME		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 066

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
42	8845	017	WARMINSTER	PA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 067

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
37	1685	051	FORT BRAGG	NC

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 068

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	23967	24598	25229	25860	26491	27122	27753	28384	29015	29646	631
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
8	27164	27940	28716	29492	30268	31044	31820	32596	33372	34148	776
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857
10	30210	31154	32098	33042	33986	34930	35874	36818	37762	38706	944
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 0642 NUC MED TECH

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 070

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	17123	17574	18025	18476	18927	19378	19829	20280	20731	21182	451
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S):

0312 CLERK STENO
0318 SECRETARY
0322 CLERK TYPIST
0356 DATA TRANSCRIBE
XXXX (DATA TRANSCRI)
XXXX (STENOGRAPHY)
XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

KG	ACTION	AG	AGRICULTURE DEPT
AF	AIR FORCE	AR	ARMY
CM	COMMERCE DEPT	CC	COMMISSION ON CIVIL RIGHTS
CT	COMMODITY FUTURES TRADING COMM	SK	CONSUMER PRODUCT SAFETY COMM
DD	DEFENSE DEPT (EXCL MIL DEPTS)	ST	DEPARTMENT OF STATE
VA	DEPT VETERANS AFFAIRS	ED	EDUCATION DEPT
EE	EQUAL EMPLOYMENT OPPOR COMM	FC	FED COMMUNICATIONS COMMISSION
AU	FED LABOR RELATIONS AUTHORITY	FT	FED TRADE COMMISSION
FY	FEDERAL HOUSING FINANCE BOARD	MC	FEDERAL MARITIME COMMISSION
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	IN	INTERIOR DEPT
IC	INTERSTATE COMMERCE COMMISSION	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	NN	NAT AERONAUTICS & SPACE ADMIN
NQ	NAT ARCHIVES AND RECORDS ADMIN	TB	NAT TRANSPORTATION SAFETY BD
NL	NATIONAL LABOR RELATIONS BD	NV	NAVY
RR	RAILROAD RETIREMENT BOARD	SE	SECURITIES & EXCHANGE COMM
SB	SMALL BUSINESS ADMINISTRATION	SM	SMITHSONIAN INSTITUTION
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT
LT	UNITED STATES TAX COURT	IB	US INFORMATION AGENCY
OM	US OFFICE OF PERSONNEL MGMT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	037	LOS ANGELES	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 071

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	17123	17574	18025	18476	18927	19378	19829	20280	20731	21182	451
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S):

0312 CLERK STENO
0318 SECRETARY
0322 CLERK TYPIST
0356 DATA TRANSCRIBE
XXXX (DATA TRANSCRI)
XXXX (STENOGRAPHY)
XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
CM	COMMERCE DEPT	DD	DEFENSE DEPT (EXCL MIL DEPTS)
FY	FEDERAL HOUSING FINANCE BOARD	GS	GENERAL SERVICES ADMIN
HE	HEALTH AND HUMAN SERVICES	HU	HOUSING & URBAN DEVELOPMENT
IN	INTERIOR DEPT	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	NN	NAT AERONAUTICS & SPACE ADMIN
NQ	NAT ARCHIVES AND RECORDS ADMIN	NV	NAVY
SB	SMALL BUSINESS ADMINISTRATION	TD	TRANSPORTATION DEPT
TR	TREASURY DEPT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	059	ORANGE	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 072

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	17574	18025	18476	18927	19378	19829	20280	20731	21182	21633	451
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	22425	23126	23827	24528	25229	25930	26631	27332	28033	28734	701

OCCUPATION(S): 0356 DATA TRANSCRIBE

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
CM	COMMERCE DEPT	VA	DEPT VETERANS AFFAIRS
ED	EDUCATION DEPT	HE	HEALTH AND HUMAN SERVICES
DL	LABOR DEPARTMENT	NV	NAVY
TR	TREASURY DEPT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	0000	063	CLAYTON	GA
13	0000	067	COBB	GA
13	0000	089	DE KALB	GA
13	0000	097	DOUGLAS	GA
13	0000	121	FULTON	GA
13	0000	135	GWINNETT	GA
13	0000	247	ROCKDALE	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 074

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	41023	42266	43509	44752	45995	47238	48481	49724	50967	52210	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
29	2855	169	FORT LEONARD WOOD	MO
29	7080	510	ST LOUIS	MO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 101

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
48	6090	029	SAN ANTONIO	TX

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 102

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19219	19725	20231	20737	21243	21749	22255	22761	23267	23773	506
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
6	22705	23336	23967	24598	25229	25860	26491	27122	27753	28384	631

OCCUPATION(S): 0699 DIETETIC TECHN

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	3290	075	SAN FRANCISCO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 103

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	36301	[illegible]	38375	39412	40449	41486	42523	43560	44597	45634	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	1760	710	NORFOLK	VA
51	1970	740	PORTSMOUTH	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 105

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
10	33986	34930	35874	36818	37762	38706	39650	40594	41538	42482	944
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	42266	43509	44752	45995	47238	48481	49724	50967	52210	53453	1243

OCCUPATION(S): 1910 QUAL ASSUR SPEC

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
DD07	DEFENSE LOGISTICS AGENCY	GS	GENERAL SERVICES ADMIN
NV	NAVY	TD	TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	0000	059	NASSAU	NY
36	0000	103	SUFFOLK	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 106

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
1	26377	27167	28492	29800	31902	34020	35325	36654	37971	0	
1	27187	27977	29302	30610	32712	34830	36135	37464	38781	0	
1	28647	29437	30762	32070	34172	36290	37595	38924	40241	0	
3	33075	34719	36372	38026	39674	41333	42976	0	0	0	
4	35916	37700	39491	41288	43092	44892	0	0	0	0	
4	36726	38510	40301	42098	43902	45702	0	0	0	0	
4	38186	39970	41761	43558	45362	47162	0	0	0	0	
5	40728	42776	44804	46845	48887	0	0	0	0	0	
7	47337	49716	52081	54431	0	0	0	0	0	0	
8	54878	57612	60368	63122	0	0	0	0	0	0	
9	64391	68737	73110	77481	0	0	0	0	0	0	
10	76340	81425	86510	0	0	0	0	0	0	0	

OCCUPATION(S): 0083 POLICE OFFICER
TITLE 4 EMPLOYEES

AGENCY(S)/SUBELEMENTS:

IN	INTERIOR DEPT	TR	TREASURY DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
			NATIONWIDE	

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 106

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: TITLE 4 AUTHORITY; THESE RATES ARE SHOWN AS CLASSES AND DO NOT EQUATE TO GS GRADES. AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 107

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	17123	17574	18025	18476	18927	19378	19829	20280	20731	21182	451
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0010	001	ALAMEDA	CA
06	2480	001	OAKLAND	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 MARE ISLAND, PREVIOUSLY COVERED BY THIS TABLE IS NOW COVERED UNDER TABLE 418.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 108

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	17574	18025	18476	18927	19378	19829	20280	20731	21182	21633	451
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	24836	25612	26388	27164	27940	28716	29492	30268	31044	31820	776
9	26574	27431	28288	29145	30002	30859	31716	32573	33430	34287	857

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2079	095	MARE ISLAND(NAV SHIPYD)	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 109

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	13590	13990	14390	14790	15190	15590	15990	16390	16790	17190	400
3	14868	15319	15770	16221	16672	17123	17574	18025	18476	18927	451
4	16183	16689	17195	17701	18207	18713	19219	19725	20231	20737	506
5	17539	18105	18671	19237	19803	20369	20935	21501	22067	22633	566

OCCUPATION(S):

0080 SECURITY ADM
0203 PERS CLK & ASST
0204 MIL PER CLK/TCN
0302 MESSENGER
0303 MISC CLK & ASST
0304 INF RECEPTIONST
0305 MAIL & FILE CLK
0312 CLERK STENO
0318 SECRETARY
0322 CLERK TYPIST
0332 COMPUTER OPER
0335 COMPUTER CLERK
0344 MGMT CLK & ASST
0350 EQUIPMENT OPER
0356 DATA TRANSCRIBE
0359 EL ACCT MACH OP
0361 EQUAL OPP ASST
0382 TELEPHONE OPER
0392 DATA COM EQP OP
0394 COMMUNIC CLK
0503 FINANCL CLK AST
0525 ACCOUNTING TECH
0530 CASH PROCESSING
0540 VOUCHER EXAMNR
0544 PAYROLL
0545 MILITARY PAY
0561 BUDGET CLK/ASST
0590 TIME & LEAVE
0592 TAX EXAMINER
0675 MED REC TEC
0679 MEDICAL CLERK
0998 CLAIMS CLERK
1087 EDITORIAL ASST
1101 GEN BUS & IND
1105 PURCHASER
1106 PROCMT CLK/ASST
1107 PROPTY DISP CLK
1411 LIBRARY TECHN
1601 GEN FAC & EQUIP
1702 EDU & TRAIN TEC
2005 SUPPLY CLK/TECH
2091 SALES STORE CLK
2102 TRANSP CLK/ASST
2131 FREIGHT RATE
2132 TRAVEL

AGENCY(S)/SUBELEMENTS:

KG ACTION
AF AIR FORCE
DD07 DEFENSE LOGISTICS AGENCY
NV NAVY
AG AGRICULTURE DEPT
AR ARMY
HE HEALTH AND HUMAN SERVICES

best copy available

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 109

AGENCY(S)/SUBELEMENTS:

TR TREASURY DEPT

OM US OFFICE OF PERSONNEL MGMT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
23	0450	031	BERWICK	ME
23	2450	031	ELIOT	ME
23	4250	031	KITTERY	ME
23	5500	031	NORTH BERWICK	ME
23	5725	031	OGUNQUIT	ME
23	7450	031	SOUTH BERWICK	ME
23	8905	031	WELLS	ME
23	9800	031	YORK	ME
33	0029	017	BARRINGTON	NH
33	0090	017	DOVER	NH
33	0100	017	DURHAM	NH
33	0130	015	EXETER	NH
33	0140	017	FARMINGTON	NH
33	0176	015	GREENLAND	NH
33	0200	015	HAMPTON	NH
33	0281	017	LEE	NH
33	0311	017	MADBURY	NH
33	0342	017	MILTON	NH
33	0350	015	NEWINGTON	NH
33	0354	015	NEWFIELDS	NH
33	0355	015	NEW CASTLE	NH
33	0370	015	NEWMARKET	NH
33	0391	015	NORTH HAMPTON	NH
33	0430	015	PORTSMOUTH	NH
33	0440	017	ROCHESTER	NH
33	0443	017	ROLLINSFORD	NH
33	0445	015	RYE	NH
33	0470	017	SOMERSWORTH	NH
33	0478	015	STRATHAM	NH

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 SERIES 0204, 0382, 0503, 0545, 0679, 1101, 1601, 2091 AND 2102 APPLY TO DEFENSE AGENCIES ONLY.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 110

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 0512 INTERNAL REV AG

AGENCY(S)/SUBELEMENTS: TR TREASURY DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 111

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15190	15590	15990	16390	16790	17190	17590	17990	18390	18790	400
3	16221	16672	17123	17574	18025	18476	18927	19378	19829	20280	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S): 0189 LIFEGUARD

AGENCY(S)/SUBELEMENTS: IN INTERIOR DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	025	MONMOUTH	NJ
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 111

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 112

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	16221	16672	17123	17574	18025	18476	18927	19378	19829	20280	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	22425	23126	23827	24528	25229	25930	26631	27332	28033	28734	701
8	24060	24836	25612	26388	27164	27940	28716	29492	30268	31044	776

OCCUPATION(S): 0986 LEGAL CLK/TECHN

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	VA	DEPT VETERANS AFFAIRS
ED	EDUCATION DEPT	EP	ENVIRONMENTAL PROTECTION AGCY
EE	EQUAL EMPLOYMENT OPPOR COMM	FT	FED TRADE COMMISSION
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	BD	MERIT SYSTEMS PROTECTION BD
OS	OCCUP SAFETY & HEALTH REV COMM	SE	SECURITIES & EXCHANGE COMM
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	0280	089	ATLANTA	GA
13	0280	121	ATLANTA	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
RESTRICTED TO INSIDE THE I-295 PERIMETER.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 113

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	14390	14790	15190	15590	15990	16390	16790	17190	17590	17990	400
3	15770	16221	16672	17123	17574	18025	18476	18927	19378	19829	451
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566
6	19550	20181	20812	21443	22074	22705	23336	23967	24598	25229	631

OCCUPATION(S):

0312 CLERK STENO   0318 SECRETARY   0322 CLERK TYPIST   0356 DATA TRANSCRIBE
0986 LEGAL CLK/TECHN   XXXX (DATA TRANSCRI)   XXXX (STENOGRAPHY)   XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AF	AIR FORCE
AR	ARMY	CM	COMMERCE DEPT
DD	DEFENSE DEPT (EXCL MIL DEPTS)	ST	DEPARTMENT OF STATE
VA	DEPT VETERANS AFFAIRS	EE	EQUAL EMPLOYMENT OPPOR COMM
MC	FEDERAL MARITIME COMMISSION	GS	GENERAL SERVICES ADMIN
HE	HEALTH AND HUMAN SERVICES	HU	HOUSING & URBAN DEVELOPMENT
IN	INTERIOR DEPT	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	TB	NAT TRANSPORTATION SAFETY BD
NL	NATIONAL LABOR RELATIONS BD	SE	SECURITIES & EXCHANGE COMM
SB	SMALL BUSINESS ADMINISTRATION	TD	TRANSPORTATION DEPT
TR	TREASURY DEPT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
12	2010	025	MIAMI	FL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 RESTRICTED TO DADE COUNTY NORTH OF SOUTH 232 STREET (SILVER PALM DRIVE).

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 114

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
10	30210	31154	32098	33042	33986	34930	35874	36818	37762	38706	944

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS:
AR ARMY
NV NAVY
HE HEALTH AND HUMAN SERVICES

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0775	025	EARLE NAVAL AMMUN DEPOT	NJ
34	1065	025	FT MONMOUTH	NJ
34	1580	029	LAKEHURST	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
NURSES WORKING IN BELLE MEAD ORIGINALLY COVERED ON TABLE 114
ARE NOW COVERED UNDER TABLE 403.

TABLE NUMBER: 115

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19219	19725	20231	20737	21243	21749	22255	22761	23267	23773	506
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
6	22705	23336	23967	24598	25229	25860	26491	27122	27753	28384	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	26388	27164	27940	28716	29492	30268	31044	31820	32596	33372	776
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
10	30210	31154	32098	33042	33986	34930	35874	36818	37762	38706	944
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 0802 ENGINEER TECHN 0856 ELECTRONICS TEC 0895 INDUST ENG TECH

AGENCY(S)/SUBELEMENTS: AG AGRICULTURE DEPT NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
33	0100	017	DURHAM	NH
33	0430	015	PORTSMOUTH	NH

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 116

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701

OCCUPATION(S): 0072 FINGERPRINT ID

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 117

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	17574	18025	18476	18927	19378	19829	20280	20731	21182	21633	451
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631

OCCUPATION(S): 0322 CLERK TYPIST

AGENCY(S)/SUBELEMENTS: VA DEPT VETERANS AFFAIRS

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2090	013	MARTINEZ	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 118

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0610 NURSE
LIMITED TO OCCUPATIONAL NURSE ONLY.

AGENCY(S)/SUBELEMENTS: ARNG ARMY NAT GUARD UNITS (TITLE 32)

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	0280	089	ATLANTA	GA
13	0280	121	ATLANTA	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 119

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	14390	14790	15190	15590	15990	16390	16790	17190	17590	17990	400
3	15319	15770	16221	16672	17123	17574	18025	18476	18927	19378	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566

OCCUPATION(S):

0312 CLERK STENO
XXXX (STENOGRAPHY)
0318 SECRETARY
XXXX (TYPING)
0322 CLERK TYPIST
0356 DATA TRANSCRIBE

AGENCY(S)/SUBELEMENTS:

KG	ACTION
AF	AIR FORCE
CM	COMMERCE DEPT
SK	CONSUMER PRODUCT SAFETY COMM
ST	DEPARTMENT OF STATE
ED	EDUCATION DEPT
EP	ENVIRONMENTAL PROTECTION AGCY
FC	FED COMMUNICATIONS COMMISSION
EM	FED EMERGENCY MANAGEMENT AGCY
FM	FED MEDIATION/CONCILIATION SVC
GS	GENERAL SERVICES ADMIN
HU	HOUSING & URBAN DEVELOPMENT
IC	INTERSTATE COMMERCE COMMISSION
DL	LABOR DEPARTMENT
NQ	NAT ARCHIVES AND RECORDS ADMIN
TB	NAT TRANSPORTATION SAFETY BD
NM	NATIONAL MEDIATION BOARD
RR	RAILROAD RETIREMENT BOARD
SS	SELECTIVE SERVICE SYSTEM
TD	TRANSPORTATION DEPT
OM	US OFFICE OF PERSONNEL MGMT
AG	AGRICULTURE DEPT
AR	ARMY
CT	COMMODITY FUTURES TRADING COMM
DD	DEFENSE DEPT (EXCL MIL DEPTS)
VA	DEPT VETERANS AFFAIRS
DN	ENERGY DEPT
EE	EQUAL EMPLOYMENT OPPOR COMM
FD	FED DEPOSIT INSURANCE CORP
AU	FED LABOR RELATIONS AUTHORITY
FT	FED TRADE COMMISSION
HE	HEALTH AND HUMAN SERVICES
IN	INTERIOR DEPT
DJ	JUSTICE DEPT
BD	MERIT SYSTEMS PROTECTION BD
CU	NAT CREDIT UNION ADMINISTRATN
NL	NATIONAL LABOR RELATIONS BD
NV	NAVY
SE	SECURITIES & EXCHANGE COMM
SB	SMALL BUSINESS ADMINISTRATION
TR	TREASURY DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
17	0000	031	COOK	IL
17	0000	043	DU PAGE	IL
17	0000	097	LAKE	IL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 120

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	32573	33430	34287	35144	36001	36858	37715	38572	39429	40286	857
10	34930	35874	36818	37762	38706	39650	40594	41538	42482	43426	944
11	37338	38375	39412	40449	41486	42523	43560	44597	45634	46671	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1335	053	FORT ORD	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 121

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	1270	013	SPRINGFIELD	MA
25	1445	013	WESTOVER AFB	MA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 122

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0543	073	CAMP PENDLETON	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 123

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	21501	22067	22633	23199	23765	24331	24897	25463	26029	26595	566
6	22705	23336	23967	24598	25229	25860	26491	27122	27753	28384	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	26388	27164	27940	28716	29492	30268	31044	31820	32596	33372	776
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0648 THER RAD TEC

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
08	0110	001	AURORA	CO
08	0110	005	AURORA	CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 124

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
10	30210	31154	32098	33042	33986	34930	35874	36818	37762	38706	944
11	33190	34227	35264	36301	37338	38375	39412	40449	41436	42523	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
29	7460	077	SPRINGFIELD	MO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 125

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	13990	14390	14790	15190	15590	15990	16390	16790	17190	17590	400
3	15319	15770	16221	16672	17123	17574	18025	18476	18927	19378	451
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566

OCCUPATION(S):

0312 CLERK STENO
0318 SECRETARY
0322 CLERK TYPIST
0356 DATA TRANSCRIBE
XXXX (DATA TRANSCRI)
XXXX (STENOGRAPHY)
XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

KG	ACTION	AG	AGRICULTURE DEPT
AF	AIR FORCE	AR	ARMY
CM	COMMERCE DEPT	DD	DEFENSE DEPT (EXCL MIL DEPTS)
VA	DEPT VETERANS AFFAIRS	EE	EQUAL EMPLOYMENT OPPOR COMM
FL	FARM CREDIT ADMINISTRATION	FC	FED COMMUNICATIONS COMMISSION
FM	FED MEDIATION/CONCILIATION SVC	LG	GENERAL ACCOUNTING OFFICE
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	IN	INTERIOR DEPT
IC	INTERSTATE COMMERCE COMMISSION	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	NL	NATIONAL LABOR RELATIONS BD
NV	NAVY	RR	RAILROAD RETIREMENT BOARD
SB	SMALL BUSINESS ADMINISTRATION	TD	TRANSPORTATION DEPT
TR	TREASURY DEPT	OM	US OFFICE OF PERSONNEL MGMT

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 125

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
27	0000	003	ANOKA	MN
27	0000	019	CARVER	MN
27	0000	037	DAKOTA	MN
27	0000	053	HENNEPIN	MN
27	0000	123	RAMSEY	MN
27	0000	139	SCOTT	MN
27	0000	163	WASHINGTON	MN

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 126

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0007 CORRECT OFFICER

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 127

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0007 CORRECT OFFICER

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4560	071	OTISVILLE	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 128

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0007 CORRECT OFFICER

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1950	083	LOMPOC	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 129

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0007 CORRECT OFFICER

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0170	001	DANBURY	CT
09	0280	003	HARTFORD	CT

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 130

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0007 CORRECT OFFICER

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	037	LOS ANGELES	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 131

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	48481	49724	50967	52210	53453	54696	55939	57182	58425	59668	1243

OCCUPATION(S): 0610 NURSE ANESTHETI

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
08	0110	001	AURORA	CO
08	0110	005	AURORA	CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 132

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S): 0312 CLERK STENO 0318 SECRETARY 0322 CLERK TYPIST

AGENCY(S)/SUBELEMENTS: AG AGRICULTURE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4505	103	ORIENT POINT	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 133

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
8	30268	31044	31820	32596	33372	34148	34924	35700	36476	37252	776
9	32573	33430	34287	35144	36001	36858	37715	38572	39429	40286	857

OCCUPATION(S): 0699 ULTRASOUND TEC

AGENCY(S)/SUBELEMENTS:
AF AIR FORCE
AR ARMY
NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 134

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	37338	38375	39412	40449	41486	42523	43560	44597	45634	46671	1037
12	41023	42266	43509	44752	45995	47238	48481	49724	50967	52210	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AF AIR FORCE AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	1052	005	FORT DIX	NJ
34	1778	005	MCGUIRE AFB	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 135

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	1065	025	FT MONMOUTH	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 136

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	24836	25612	26388	27164	27940	28716	29492	30268	31044	31820	776
9	26574	27431	28288	29145	30002	30859	31716	32573	33430	34287	857

OCCUPATION(S): 0986 LEGAL CLK/TECHN

AGENCY(S)/SUBELEMENTS:

AR	ARMY	VA	DEPT VETERANS AFFAIRS
HU	HOUSING & URBAN DEVELOPMENT	DJ	JUSTICE DEPT
TR	TREASURY DEPT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	003	BERGEN	NJ
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	023	MIDDLESEX	NJ
34	0000	027	MORRIS	NJ
34	0000	031	PASSAIC	NJ
34	0000	035	SOMERSET	NJ
34	0000	039	UNION	NJ
36	0000	087	ROCKLAND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 137

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	41023	42266	43509	44752	45995	47238	48481	49724	50967	52210	1243
13	45826	47304	48782	50260	51738	53216	54694	56172	57650	59128	1478

OCCUPATION(S): 1510 ACTUARY

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AF	AIR FORCE
AR	ARMY	DD	DEFENSE DEPT (EXCL MIL DEPTS)
VA	DEPT VETERANS AFFAIRS	DN	ENERGY DEPT
LG	GENERAL ACCOUNTING OFFICE	HU	HOUSING & URBAN DEVELOPMENT
DL	LABOR DEPARTMENT	NV	NAVY
BG	PENSION BENEFIT GUARANTY CORP	RR	RAILROAD RETIREMENT BOARD
TR	TREASURY DEPT	OM	US OFFICE OF PERSONNEL MGMT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
17	1670	031	CHICAGO	IL
17	1670	043	CHICAGO	IL
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
29	4120	047	KANSAS CITY	MO
29	4120	095	KANSAS CITY	MO
29	4120	165	KANSAS CITY	MO
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY
39	2090	113	DAYTON	OH
42	6540	101	PHILADELPHIA	PA
49	1700	035	SALT LAKE CITY	UT
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 137

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 138

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037

OCCUPATION(S): 1510 ACTUARY

AGENCY(S)/SUBELEMENTS: HE HEALTH AND HUMAN SERVICES

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
24	0050	510	BALTIMORE	MD

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 139

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	17574	18025	18476	18927	19378	19829	20280	20731	21182	21633	451
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566

OCCUPATION(S): 0620 PRACTICAL NURSE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0260	011	GROTON	CT

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 140

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857

OCCUPATION(S): 0610 NURSE CLINICAL   0610 NURSE EDUCATOR

AGENCY(S)/SUBELEMENTS: NV NAVY   TD TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0260	011	GROTON	CT
09	0440	011	NEW LONDON	CT

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 141

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	15319	15770	16221	16672	17123	17574	18025	18476	18927	19378	451
4	17701	18207	18713	19219	19725	20231	20737	21243	21749	22255	506
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
6	22705	23336	23967	24598	25229	25860	26491	27122	27753	28384	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0303 MISC CLK & ASST
FIELD REPRESENTATIVE ONLY

AGENCY(S)/SUBELEMENTS: CM COMMERCE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	003	BERGEN	NJ
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	023	MIDDLESEX	NJ
34	0000	027	MORRIS	NJ
34	0000	031	PASSAIC	NJ
34	0000	035	SOMERSET	NJ
34	0000	039	UNION	NJ
36	0000	119	WESTCHESTER	NY
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 141

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 142

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 1224 PATENT EXM(BIO)

AGENCY(S)/SUBELEMENTS: CM COMMERCE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	0100	013	ARLINGTON	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 143

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
10	30210	31154	32098	33042	33986	34930	35874	36818	37762	38706	944
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AF AIR FORCE   AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	1052	005	FORT DIX	NJ
34	1778	005	MCGUIRE AFB	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 144

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
8	27940	28716	29492	30268	31044	31820	32596	33372	34148	34924	776
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
10	31154	32098	33042	33986	34930	35874	36818	37762	38706	39650	944
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	3260	073	SAN DIEGO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 145

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
10	32098	33042	33986	34930	35874	36818	37762	38706	39650	40594	944

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	6627	071	WEST POINT	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 146

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	16221	16672	17123	17574	18025	18476	18927	19378	19829	20280	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701
8	24060	24836	25612	26388	27164	27940	28716	29492	30268	31044	776
9	26574	27431	28288	29145	30002	30859	31716	32573	33430	34287	857

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
24	1193	037	PATUXENT RIVER	MD
51	0695	099	DAHLGREN	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 148

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701

OCCUPATION(S): 1896 BORD PATROL AG

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
01	0000	000	ALABAMA	AL
04	0000	000	ARIZONA	AZ
06	0000	000	CALIFORNIA	CA
12	0000	000	FLORIDA	FL
22	0000	000	LOUISIANA	LA
28	0000	000	MISSISSIPPI	MS
35	0000	000	NEW MEXICO	NM
48	0000	000	TEXAS	TX

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 149

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566
6	19550	20181	20812	21443	22074	22705	23336	23967	24598	25229	631

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
24	0030	003	ANNAPOLIS	MD

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 150

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
10	33986	34930	35874	36818	37762	38706	39650	40594	41538	42482	944
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	42266	43509	44752	45995	47238	48481	49724	50967	52210	53453	1243

OCCUPATION(S): 1910 QUAL ASSUR SPEC
THERE ARE NO LIMITATIONS ON THE JOB SERIES.

AGENCY(S)/SUBELEMENTS:
AR ARMY
DD DEFENSE DEPT (EXCL MIL DEPTS)
GS GENERAL SERVICES ADMIN

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	003	BERGEN	NJ
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	019	HUNTERDON	NJ
34	0000	023	MIDDLESEX	NJ
34	0000	025	MONMOUTH	NJ
34	0000	027	MORRIS	NJ
34	0000	031	PASSAIC	NJ
34	0000	035	SOMERSET	NJ
34	0000	037	SUSSEX	NJ
34	0000	039	UNION	NJ
34	0000	041	WARREN	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 151

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
10	33986	34930	35874	36818	37762	38706	39650	40594	41538	42482	944
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	42266	43509	44752	45995	47238	48481	49724	50967	52210	53453	1243

OCCUPATION(S): 1910 QUAL ASSUR SPEC

AGENCY(S)/SUBELEMENTS:

AR	ARMY	DD	DEFENSE DEPT (EXCL MIL DEPTS)
GS	GENERAL SERVICES ADMIN	DJ	JUSTICE DEPT
NV	NAVY	TD	TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	0000	005	BRONX	NY
36	0000	027	DUTCHESS	NY
36	0000	047	KINGS	NY
36	0000	061	NEW YORK	NY
36	0000	071	ORANGE	NY
36	0000	079	PUTNAM	NY
36	0000	081	QUEENS	NY
36	0000	085	RICHMOND	NY
36	0000	087	ROCKLAND	NY
36	0000	111	ULSTER	NY
36	0000	119	WESTCHESTER	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 152

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
10	33986	34930	35874	36818	37762	38706	39650	40594	41538	42482	944
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	42266	43509	44752	45995	47238	48481	49724	50967	52210	53453	1243

OCCUPATION(S): 1910 QUAL ASSUR SPEC

AGENCY(S)/SUBELEMENTS:
DD DEFENSE DEPT (EXCL MIL DEPTS)
GS GENERAL SERVICES ADMIN
DJ JUSTICE DEPT
NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0000	001	FAIRFIELD	CT

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 153

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19219	19725	20231	20737	21243	21749	22255	22761	23267	23773	506
5	21501	22067	22633	23199	23765	24331	24897	25463	26029	26595	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
48	6090	029	SAN ANTONIO	TX

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 154

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	13090	13439	13590	13990	14390	14790	15190	15590	15990	16390	VARIES
3	14868	15319	15770	16221	16672	17123	17574	18025	18476	18927	451
4	16183	16689	17195	17701	18207	18713	19219	19725	20231	20737	506
5	17539	18105	18671	19237	19803	20369	20935	21501	22067	22633	566

OCCUPATION(S): 0312 CLERK STENO 0318 SECRETARY 0322 CLERK TYPIST 0356 DATA TRANSCRIBE XXXX (DATA TRANSCRI) XXXX (STENOGRAPHY) XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

KG	ACTION	AG	AGRICULTURE DEPT
AF	AIR FORCE	AR	ARMY
CM	COMMERCE DEPT	DD	DEFENSE DEPT (EXCL MIL DEPTS)
DD07	DEFENSE LOGISTICS AGENCY	HE	HEALTH AND HUMAN SERVICES
IN	INTERIOR DEPT	DL	LABOR DEPARTMENT
NV	NAVY	TD	TRANSPORTATION DEPT
TR	TREASURY DEPT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	021	MERCER	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 155

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 1980 AG COMMOD GRD
RESTRICTED TO TOBACCO GRADERS ONLY

AGENCY(S)/SUBELEMENTS: AG AGRICULTURE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
			WORLDWIDE	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 156

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
8	28716	29492	30268	31044	31820	32596	33372	34148	34924	35700	776
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
10	33042	33986	34930	35874	36818	37762	38706	39650	40594	41538	944

OCCUPATION(S): 0647 DIAG RAD TEC

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
ST	DEPARTMENT OF STATE	NV	NAVY
SH	US SOLDIERS & AIRMENS HOME		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
24	0575	003	FORT MEADE	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 157

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0510 ACCOUNTANT 0511 AUDITOR

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AF	AIR FORCE
AB	AM BATTLE MONUMENTS COMM	AR	ARMY
CM	COMMERCE DEPT	SK	CONSUMER PRODUCT SAFETY COMM
DD	DEFENSE DEPT (EXCL MIL DEPTS)	VA	DEPT VETERANS AFFAIRS
ED	EDUCATION DEPT	DN	ENERGY DEPT
EP	ENVIRONMENTAL PROTECTION AGCY	EB	EXPORT-IMPORT BANK OF THE US
LF	FED ELECTION COMMISSION	RF	FED RETIRMNT THRIFT INVEST BD
FY	FEDERAL HOUSING FINANCE BOARD	GS	GENERAL SERVICES ADMIN
HE	HEALTH AND HUMAN SERVICES	HU	HOUSING & URBAN DEVELOPMENT
DJ	JUSTICE DEPT	DL	LABOR DEPARTMENT
NN	NAT AERONAUTICS & SPACE ADMIN	AH02	NAT ENDOWMENT FOR HUMANITIES
AH01	NAT ENDOWMENT FOR THE ARTS	NV	NAVY
EC	OFFICE OF ADMINISTRATION	BO	OFFICE OF MANAGEMENT & BUDGET
PK	PENNSYLVANIA AVE DEVEL CORP	BG	PENSION BENEFIT GUARANTY CORP
SB	SMALL BUSINESS ADMINISTRATION	SM	SMITHSONIAN INSTITUTION
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT
JL	U. S. COURTS	AM	U.S. INTERN DEV COOPERATION AG
TC	US INTERNATIONAL TRADE COMM	OM	US OFFICE OF PERSONNEL MGMT
SH	US SOLDIERS & AIRMENS HOME		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	0000	009	ESSEX	MA
25	0000	017	MIDDLESEX	MA
25	0000	021	NORFOLK	MA
25	0000	023	PLYMOUTH	MA
25	0000	025	SUFFOLK	MA
25	0000	027	WORCESTER	MA
33	0000	011	HILLSBOROUGH	NH

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 158

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0510 ACCOUNTANT 0511 AUDITOR

AGENCY(S)/SUBELEMENTS:

JL01	ADMIN OFFICE OF U.S. COURTS	AG	AGRICULTURE DEPT
AF	AIR FORCE	AB	AM BATTLE MONUMENTS COMM
AR	ARMY	CM	COMMERCE DEPT
SK	CONSUMER PRODUCT SAFETY COMM	DD	DEFENSE DEPT (EXCL MIL DEPTS)
VA	DEPT VETERANS AFFAIRS	DN	ENERGY DEPT
EB	EXPORT-IMPORT BANK OF THE US	LF	FED ELECTION COMMISSION
RF	FED RETIRMNT THRIFT INVEST BD	FY	FEDERAL HOUSING FINANCE BOARD
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	NN	NAT AERONAUTICS & SPACE ADMIN
AH02	NAT ENDOWMENT FOR HUMANITIES	AH01	NAT ENDOWMENT FOR THE ARTS
NV	NAVY	EC	OFFICE OF ADMINISTRATION
BO	OFFICE OF MANAGEMENT & BUDGET	PK	PENNSYLVANIA AVE DEVEL CORP
BG	PENSION BENEFIT GUARANTY CORP	SB	SMALL BUSINESS ADMINISTRATION
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT
AM	U.S. INTERN DEV COOPERATION AG	TC	US INTERNATIONAL TRADE COMM
OM	US OFFICE OF PERSONNEL MGMT	SH	US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0000	000	CONNECTICUT	CT

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 159

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL VARIES
1	13776	14129	14482	14835	15188	15541	15894	16247	16660	16953	
2	15190	15590	15990	16390	16790	17190	17590	17990	18390	18790	400
3	15770	16221	16672	17123	17574	18025	18476	18927	19378	19829	451
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566

OCCUPATION(S):

0072 FINGERPRINT ID	0134 INTELL AID/CLK	0203 PERS CLK & ASST	0204 MIL PER CLK/TCN
0302 MESSENGER	0303 MISC CLK & ASST	0304 INF RECEPTIONST	0305 MAIL & FILE CLK
0309 CORRESP CLERK	0312 CLERK STENO	0313 WK UNIT SUPERV	0318 SECRETARY
0319 CLOSED MICR RPT	0322 CLERK TYPIST	0332 COMPUTER OPER	0335 COMPUTER CLERK
0344 MGMT CLK & ASST	0350 EQUIPMENT OPER	0351 PRINTING CLK	0354 BKP MACH OPER
0355 CALC MACH OPER	0356 DATA TRANSCRIBE	0357 CODER	0359 EL ACCT MACH OP
0361 EQUAL OPP ASST	0382 TELEPHONE OPER	0385 TELETYPIST	0394 COMMUNIC CLK
0503 FINANCL CLK AST	0525 ACCOUNTING TECH	0530 CASH PROCESSING	0540 VOUCHER EXAMNR
0544 PAYROLL	0545 MILITARY PAY	0561 BUDGET CLK/ASST	0590 TIME & LEAVE
0963 LEGAL INST EXMR	0986 LEGAL CLK/TECHN	0998 CLAIMS CLERK	1001 GEN ARTS & INF
1021 OFFICE DRAFTING	1046 LANGUAGE CLERK	1087 EDITORIAL ASST	1101 GEN BUS & IND
1106 PROCMT CLK/ASST	1107 PROPTY DISP CLK	1411 LIBRARY TECHN	1421 ARCHIVES TECHN
1531 STATISTCL ASST	1802 COMPLIANCE INSP	1897 CUSTOMS AID	2001 GEN SUPPLY
2005 SUPPLY CLK/TECH	2091 SALES STORE CLK	2091 SUPPLY CLK/TECH	2101 TRANSPORTN SPCL
2131 FREIGHT RATE	2132 TRAVEL	2133 PASSENGER RATE	2134 SHIPMENT CLERK
2151 DISPATCHER			

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	CM	COMMERCE DEPT
DN	ENERGY DEPT	EP	ENVIRONMENTAL PROTECTION AGCY
GS	GENERAL SERVICES ADMIN	IN	INTERIOR DEPT
DL	LABOR DEPARTMENT	TD	TRANSPORTATION DEPT
TR	TREASURY DEPT	OM	US OFFICE OF PERSONNEL MGMT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
02	1130	110	JUNEAU	AK

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 160

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0510 ACCOUNTANT 0511 AUDITOR

AGENCY(S)/SUBELEMENTS:

JL01	ADMIN OFFICE OF U.S. COURTS	AG	AGRICULTURE DEPT
AF	AIR FORCE	AB	AM BATTLE MONUMENTS COMM
AR	ARMY	CM	COMMERCE DEPT
CT	COMMODITY FUTURES TRADING COMM	SK	CONSUMER PRODUCT SAFETY COMM
DD	DEFENSE DEPT (EXCL MIL DEPTS)	ST	DEPARTMENT OF STATE
VA	DEPT VETERANS AFFAIRS	ED	EDUCATION DEPT
DN	ENERGY DEPT	EP	ENVIRONMENTAL PROTECTION AGCY
EB	EXPORT-IMPORT BANK OF THE US	LF	FED ELECTION COMMISSION
RF	FED RETIRMNT THRIFT INVEST BD	FY	FEDERAL HOUSING FINANCE BOARD
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	NN	NAT AERONAUTICS & SPACE ADMIN
AH02	NAT ENDOWMENT FOR HUMANITIES	AH01	NAT ENDOWMENT FOR THE ARTS
NV	NAVY	EC	OFFICE OF ADMINISTRATION
BO	OFFICE OF MANAGEMENT & BUDGET	PK	PENNSYLVANIA AVE DEVEL CORP
BG	PENSION BENEFIT GUARANTY CORP	SB	SMALL BUSINESS ADMINISTRATION
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT
AM	U.S. INTERN DEV COOPERATION AG	IB	US INFORMATION AGENCY
TC	US INTERNATIONAL TRADE COMM	CM	US OFFICE OF PERSONNEL MGMT
SH	US SOLDIERS & AIRMENS HOME		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	0000	059	NASSAU	NY
36	0000	103	SUFFOLK	NY
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 161

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0510 ACCOUNTANT 0511 AUDITOR

AGENCY(S)/SUBELEMENTS:

JL01	ADMIN OFFICE OF U.S. COURTS	AG	AGRICULTURE DEPT
AF	AIR FORCE	AB	AM BATTLE MONUMENTS COMM
AR	ARMY	CM	COMMERCE DEPT
SK	CONSUMER PRODUCT SAFETY COMM	DD	DEFENSE DEPT (EXCL MIL DEPTS)
VA	DEPT VETERANS AFFAIRS	DN	ENERGY DEPT
EB	EXPORT-IMPORT BANK OF THE US	LF	FED ELECTION COMMISSION
RF	FED RETIRMNT THRIFT INVEST BD	FY	FEDERAL HOUSING FINANCE BOARD
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	NN	NAT AERONAUTICS & SPACE ADMIN
AH02	NAT ENDOWMENT FOR HUMANITIES	AH01	NAT ENDOWMENT FOR THE ARTS
NV	NAVY	EC	OFFICE OF ADMINISTRATION
BO	OFFICE OF MANAGEMENT & BUDGET	PK	PENNSYLVANIA AVE DEVEL CORP
BG	PENSION BENEFIT GUARANTY CORP	SB	SMALL BUSINESS ADMINISTRATION
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT
AM	U.S. INTERN DEV COOPERATION AG	TC	US INTERNATIONAL TRADE COMM
OM	US OFFICE OF PERSONNEL MGMT	SH	US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	003	BERGEN	NJ
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	023	MIDDLESEX	NJ
34	0000	027	MORRIS	NJ
34	0000	031	PASSAIC	NJ
34	0000	035	SOMERSET	NJ
34	0000	039	UNION	NJ
36	0000	087	ROCKLAND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 162

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0510 ACCOUNTANT 0511 AUDITOR

AGENCY(S)/SUBELEMENTS:

JL01	ADMIN OFFICE OF U.S. COURTS	AG	AGRICULTURE DEPT
AF	AIR FORCE	AB	AM BATTLE MONUMENTS COMM
AR	ARMY	CM	COMMERCE DEPT
SK	CONSUMER PRODUCT SAFETY COMM	DD	DEFENSE DEPT (EXCL MIL DEPTS)
VA	DEPT VETERANS AFFAIRS	ED	EDUCATION DEPT
DN	ENERGY DEPT	EP	ENVIRONMENTAL PROTECTION AGCY
EB	EXPORT-IMPORT BANK OF THE US	LF	FED ELECTION COMMISSION
RF	FED RETIRMNT THRIFT INVEST BD	FY	FEDERAL HOUSING FINANCE BOARD
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	NN	NAT AERONAUTICS & SPACE ADMIN
AH02	NAT ENDOWMENT FOR HUMANITIES	AH01	NAT ENDOWMENT FOR THE ARTS
NV	NAVY	EC	OFFICE OF ADMINISTRATION
BO	OFFICE OF MANAGEMENT & BUDGET	PK	PENNSYLVANIA AVE DEVEL CORP
BG	PENSION BENEFIT GUARANTY CORP	SB	SMALL BUSINESS ADMINISTRATION
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT
AM	U.S. INTERN DEV COOPERATION AG	TC	US INTERNATIONAL TRADE COMM
OM	US OFFICE OF PERSONNEL MGMT	SH	US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	005	BURLINGTON	NJ
34	0000	007	CAMDEN	NJ
42	0000	029	CHESTER	PA
42	0000	045	DELAWARE	PA
42	0000	091	MONTGOMERY	PA
42	6540	101	PHILADELPHIA	PA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 163

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	17539	18105	18671	19237	19803	20369	20935	21501	22067	22633	566

OCCUPATION(S): 0322 CLERK TYPIST

AGENCY(S)/SUBELEMENTS: ARCE ARMY CORPS OF ENGINEERS

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
53	1960	033	SEATTLE	WA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 164

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0510 ACCOUNTANT 0511 AUDITOR

AGENCY(S)/SUBELEMENTS:

KG	ACTION	AG	AGRICULTURE DEPT
AF	AIR FORCE	AB	AM BATTLE MONUMENTS COMM
LA	ARCHITECT OF THE CAPITOL	AR	ARMY
CM	COMMERCE DEPT	CT	COMMODITY FUTURES TRADING COMM
SK	CONSUMER PRODUCT SAFETY COMM	DD	DEFENSE DEPT (EXCL MIL DEPTS)
ST	DEPARTMENT OF STATE	VA	DEPT VETERANS AFFAIRS
ED	EDUCATION DEPT	DN	ENERGY DEPT
EP	ENVIRONMENTAL PROTECTION AGCY	EE	EQUAL EMPLOYMENT OPPOR COMM
EB	EXPORT-IMPORT BANK OF THE US	LF	FED ELECTION COMMISSION
EM	FED EMERGENCY MANAGEMENT AGCY	AU	FED LABOR RELATIONS AUTHORITY
FM	FED MEDIATION/CONCILIATION SVC	RF	FED RETIRMNT THRIFT INVEST BD
FT	FED TRADE COMMISSION	FY	FEDERAL HOUSING FINANCE BOARD
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	IN	INTERIOR DEPT
IC	INTERSTATE COMMERCE COMMISSION	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	LC	LIBRARY OF CONGRESS
NN	NAT AERONAUTICS & SPACE ADMIN	NQ	NAT ARCHIVES AND RECORDS ADMIN
AH02	NAT ENDOWMENT FOR HUMANITIES	AH01	NAT ENDOWMENT FOR THE ARTS
TB	NAT TRANSPORTATION SAFETY BD	NL	NATIONAL LABOR RELATIONS BD
NF	NATIONAL SCIENCE FOUNDATION	NV	NAVY
EC	OFFICE OF ADMINISTRATION		

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 164

AGENCY(S)/SUBELEMENTS:

PK PENNSYLVANIA AVE DEVEL CORP
SB SMALL BUSINESS ADMINISTRATION
TD TRANSPORTATION DEPT
JL U. S. COURTS
IB US INFORMATION AGENCY
OM US OFFICE OF PERSONNEL MGMT
BO OFFICE OF MANAGEMENT & BUDGET
BG PENSION BENEFIT GUARANTY CORP
SM SMITHSONIAN INSTITUTION
TR TREASURY DEPT
AM U.S. INTERN DEV COOPERATION AG
TC US INTERNATIONAL TRADE COMM
SH US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 165

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0510 ACCOUNTANT 0511 AUDITOR

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT
AB	AM BATTLE MONUMENTS COMM
CM	COMMERCE DEPT
DD	DEFENSE DEPT (EXCL MIL DEPTS)
ED	EDUCATION DEPT
EP	ENVIRONMENTAL PROTECTION AGCY
LF	FED ELECTION COMMISSION
RF	FED RETIRMNT THRIFT INVEST BD
GS	GENERAL SERVICES ADMIN
HU	HOUSING & URBAN DEVELOPMENT
DJ	JUSTICE DEPT
NN	NAT AERONAUTICS & SPACE ADMIN
AH01	NAT ENDOWMENT FOR THE ARTS
EC	OFFICE OF ADMINISTRATION
PK	PENNSYLVANIA AVE DEVEL CORP
SB	SMALL BUSINESS ADMINISTRATION
TR	TREASURY DEPT
AM	U.S. INTERN DEV COOPERATION AG
OM	US OFFICE OF PERSONNEL MGMT
AF	AIR FORCE
AR	ARMY
SK	CONSUMER PRODUCT SAFETY COMM
VA	DEPT VETERANS AFFAIRS
DN	ENERGY DEPT
EB	EXPORT-IMPORT BANK OF THE US
EM	FED EMERGENCY MANAGEMENT AGCY
FY	FEDERAL HOUSING FINANCE BOARD
HE	HEALTH AND HUMAN SERVICES
IN	INTERIOR DEPT
DL	LABOR DEPARTMENT
AH02	NAT ENDOWMENT FOR HUMANITIES
NV	NAVY
BO	OFFICE OF MANAGEMENT & BUDGET
BG	PENSION BENEFIT GUARANTY CORP
TD	TRANSPORTATION DEPT
JL	U. S. COURTS
TC	US INTERNATIONAL TRADE COMM
SH	US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	001	ALAMEDA	CA
06	0000	013	CONTRA COSTA	CA
06	0000	041	MARIN	CA
06	0000	075	SAN FRANCISCO	CA
06	0000	081	SAN MATEO	CA
06	0000	085	SANTA CLARA	CA
06	0000	095	SOLANO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 166

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0510 ACCOUNTANT 0511 AUDITOR

AGENCY(S)/SUBELEMENTS:

JL01	ADMIN OFFICE OF U.S. COURTS	AG	AGRICULTURE DEPT
AF	AIR FORCE	AB	AM BATTLE MONUMENTS COMM
AR	ARMY	CM	COMMERCE DEPT
CT	COMMODITY FUTURES TRADING COMM	SK	CONSUMER PRODUCT SAFETY COMM
DD	DEFENSE DEPT (EXCL MIL DEPTS)	VA	DEPT VETERANS AFFAIRS
ED	EDUCATION DEPT	DN	ENERGY DEPT
EB	EXPORT-IMPORT BANK OF THE US	LF	FED ELECTION COMMISSION
RF	FED RETIRMNT THRIFT INVEST BD	FY	FEDERAL HOUSING FINANCE BOARD
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
HU	HOUSING & URBAN DEVELOPMENT	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	NN	NAT AERONAUTICS & SPACE ADMIN
AH02	NAT ENDOWMENT FOR HUMANITIES	AH01	NAT ENDOWMENT FOR THE ARTS
NV	NAVY	EC	OFFICE OF ADMINISTRATION
BO	OFFICE OF MANAGEMENT & BUDGET	PK	PENNSYLVANIA AVE DEVEL CORP
BG	PENSION BENEFIT GUARANTY CORP	SB	SMALL BUSINESS ADMINISTRATION
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT
AM	U.S. INTERN DEV COOPERATION AG	TC	US INTERNATIONAL TRADE COMM
OM	US OFFICE OF PERSONNEL MGMT	SH	US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	037	LOS ANGELES	CA
06	0000	059	ORANGE	CA
06	0000	065	RIVERSIDE	CA
06	0000	071	SAN BERNARDINO	CA
06	0000	083	SANTA BARBARA	CA
06	0000	111	VENTURA	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 167

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
1	13776	14113	14450	14787	15124	15461	15798	16135	16472	16809	337
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	17574	18025	18476	18927	19378	19829	20280	20731	21182	21633	451
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631

OCCUPATION(S): 0303 MISC CLK & ASST 0318 SECRETARY 0322 CLERK TYPIST XXXX (TYPING)

AGENCY(S)/SUBELEMENTS: HE HEALTH AND HUMAN SERVICES

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
02	0237	185	BARROW	AK

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 168

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
1	12114	12482	12697	13058	13422	13439	13776	14129	14482	14835	VARIES
2	14790	15190	15590	15990	16390	16790	17190	17590	17990	18390	400
3	16672	17123	17574	18025	18476	18927	19378	19829	20280	20731	451
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631

OCCUPATION(S):
0203 PERS CLK & ASST 0303 MISC CLK & ASST 0318 SECRETARY 0322 CLERK TYPIST
0382 TELEPHONE OPER 0525 ACCOUNTING TECH 0540 VOUCHER EXAMNR 1101 GEN BUS & IND
2005 SUPPLY CLK/TECH 2132 TRAVEL XXXX (TYPING)
OCCSER 1101 LIM TO 1 GRADE INTERVAL WORK ONLY

AGENCY(S)/SUBELEMENTS:
HE HEALTH AND HUMAN SERVICES IN INTERIOR DEPT
TD TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
02	0270	050	BETHEL	AK

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 169

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
32	0115	003	INDIAN SPRINGS	NV

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 170

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	15770	16221	16672	17123	17574	18025	18476	18927	19378	19829	451
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566
6	19550	20181	20812	21443	22074	22705	23336	23967	24598	25229	631

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS:
AR ARMY
NV NAVY
DD12 DEFENSE INVESTIGATIVE SERVICE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
24	0000	003	ANNE ARUNDEL	MD
24	0000	005	BALTIMORE	MD
24	0050	510	BALTIMORE	MD

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 171

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	2585	027	PICATINNY	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 173

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	21501	22067	22633	23199	23765	24331	24897	25463	26029	26595	566
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AF AIR FORCE DN ENERGY DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
35	0030	001	ALBUQUERQUE	NM

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 174

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	17574	18025	18476	18927	19378	19829	20280	20731	21182	21633	451
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0083 POLICE OFFICER 0085 GUARD

AGENCY(S)/SUBELEMENTS:
AF AIR FORCE
DD DEFENSE DEPT (EXCL MIL DEPTS)
GS GENERAL SERVICES ADMIN
NV NAVY
TR TREASURY DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
42	0000	091	MONTGOMERY	PA
42	6540	101	PHILADELPHIA	PA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 175

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29635	701
8	24836	25612	26388	27164	27940	28716	29492	30268	31044	31820	776

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS:
GS GENERAL SERVICES ADMIN
TR TREASURY DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	3290	075	SAN FRANCISCO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 176

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	24836	25612	26388	27164	27940	28716	29492	30268	31044	31820	776

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: TR TREASURY DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	6627	071	WEST POINT	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 177

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	29266	30210	31154	32098	33042	33986	34930	35874	36818	37762	944

OCCUPATION(S): 0610 NURSE CLINICAL

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
45	0520	079	COLUMBIA	SC

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 178

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	15319	15770	16221	16672	17123	17574	18025	18476	18927	19378	451
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566
6	19550	20181	20812	21443	22074	22705	23336	23967	24598	25229	631

OCCUPATION(S): 0322 CLERK TYPIST

AGENCY(S)/SUBELEMENTS: VA DEPT VETERANS AFFAIRS

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
41	1650	005	PORTLAND	OR
41	1650	051	PORTLAND	OR
41	1650	067	PORTLAND	OR
53	2370	011	VANCOUVER	WA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 179

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
8	27940	28716	29492	30268	31044	31820	32596	33372	34148	34924	776

OCCUPATION(S): 0647 DIAG RAD TEC

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1335	053	FORT ORD	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 180

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	32573	33430	34287	35144	36001	36858	37715	38572	39429	40286	857
10	33986	34930	35874	36818	37762	38706	39650	40594	41538	42482	944
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 0633 PHYSICAL THERAP

AGENCY(S)/SUBELEMENTS:

LA	ARCHITECT OF THE CAPITOL	AR	ARMY
SH	US SOLDIERS & AIRMENS HOME		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 181

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: GS GENERAL SERVICES ADMIN

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	0120	025	BOSTON	MA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 182

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS:

AR ARMY
NV NAVY
GS GENERAL SERVICES ADMIN

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	0000	005	BRONX	NY
36	0000	047	KINGS	NY
36	0000	061	NEW YORK	NY
36	0000	079	PUTNAM	NY
36	0000	081	QUEENS	NY
36	0000	085	RICHMOND	NY
36	0000	087	ROCKLAND	NY
36	0000	119	WESTCHESTER	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 183

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: GS GENERAL SERVICES ADMIN

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
17	1670	043	CHICAGO	IL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION RECEIVED A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 184

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
10	33986	34930	35874	36818	37762	38706	39650	40594	41538	42482	944
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AF AIR FORCE NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1260	095	FAIRFIELD	CA
06	4020	095	VALLEJO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 185

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0260	011	GROTON	CT

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 186

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
1	13422	13439	13776	14113	14450	14787	15124	15461	15798	16135	VARIES
2	15190	15590	15990	16390	16790	17190	17590	17990	18390	18790	400
3	16672	17123	17574	18025	18476	18927	19378	19829	20280	20731	451
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0260	011	GROTON	CT

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 187

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	17123	17574	18025	18476	18927	19378	19829	20280	20731	21182	451
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631

OCCUPATION(S): 0312 CLERK STENO 0322 CLERK TYPIST 0356 DATA TRANSCRIBE XXXX (DATA TRANSCRI)
XXXX (STENOGRAPHY) XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:
VA DEPT VETERANS AFFAIRS
DJ JUSTICE DEPT
TR TREASURY DEPT
HE HEALTH AND HUMAN SERVICES
TD TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	0000	119	WESTCHESTER	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 188

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	30210	31154	32098	33042	33986	34930	35874	36818	37762	38706	944
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
21	1167	093	FORT KNOX	KY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 189

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	32573	33430	34287	35144	36001	36858	37715	38572	39429	40286	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	38537	39780	41023	42266	43509	44752	45995	47238	48481	49724	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
53	0763	053	FORT LEWIS	WA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 190

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
8	30268	31044	31820	32596	33372	34148	34924	35700	36476	37252	776
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
10	36818	37762	38706	39650	40594	41538	42482	43426	44370	45314	944
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037

OCCUPATION(S): 0312 CLERK STENO
LIMITED TO SHORTHAND REPORTERS ONLY.

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY
36	6670	119	WHITE PLAINS	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 191

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	15319	15770	16221	16672	17123	17574	18025	18476	18927	19378	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AR	ARMY
CM	COMMERCE DEPT	DD	DEFENSE DEPT (EXCL MIL DEPTS)
EM	FED EMERGENCY MANAGEMENT AGCY	IN	INTERIOR DEPT
DJ	JUSTICE DEPT	SM01	NATIONAL GALLERY OF ART
NV	NAVY	SM	SMITHSONIAN INSTITUTION
IB	US INFORMATION AGENCY		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0695	099	DAHLGREN	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA
51	2518	061	VINT HILL FARMS MIL INS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 192

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037
12	38537	39780	41023	42266	43509	44752	45995	47238	48481	49724	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
21	1163	047	FORT CAMPBELL	KY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 193

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506

OCCUPATION(S): 0621 NURSING ASST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	0365	017	FORT DEVENS	MA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 194

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
1	12114	12482	12697	13058	13422	13439	13776	14129	14482	14835	VARIES
2	13439	13590	13990	14390	14790	15190	15590	15990	16390	16790	VARIES
3	14868	15319	15770	16221	16672	17123	17574	18025	18476	18927	451
4	16183	16689	17195	17701	18207	18713	19219	19725	20231	20737	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	22425	23126	23827	24528	25229	25930	26631	27332	28033	28734	701
8	24060	24836	25612	26388	27164	27940	28716	29492	30268	31044	776
9	26574	27431	28288	29145	30002	30859	31716	32573	33430	34287	857
10	29266	30210	31154	32098	33042	33986	34930	35874	36818	37762	944
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037
12	38537	39780	41023	42266	43509	44752	45995	47238	48481	49724	1243
13	45826	47304	48782	50260	51738	53216	54694	56172	57650	59128	1478
14	54153	55900	57647	59394	61141	62888	64635	66382	68129	69876	1747

OCCUPATION(S): AAAA ALL SERIES
ALL SERIES EXCLUDING ENGINEERS ON WORLDWIDE SPECIAL RATES

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1328	071	FORT IRWIN	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
THIS AUTHORIZATION IS IN AN AREA RECEIVING AN INTERIM GEOGRAPHIC ADJUSTMENT AND MAY INCLUDE OCCUPATIONS COVERED BY A NATIONWIDE TABLE. EMPLOYEES IN SUCH OCCUPATIONS ARE ENTITLED TO THE HIGHER OF THE APPLICABLE LOCAL SPECIAL RATE OR THE CORRESPONDING RATE ON THE N'WIDE TABLE ADJUSTED BY 8% IGA.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 195

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S):
0801 ENG GENERAL 0803 ENG SAFETY 0804 ENG FIRE PREVEN 0806 ENG MATERIALS
0807 LANDSCAPE ARCHT 0808 ARCHITECT 0810 ENG CIVIL 0819 ENG ENVIRONMENL
0830 ENG MECHANICAL 0858 ENG BIOMEDICAL 0861 ENG AEROSPACE 0871 NAVAL ARCHITECT
0890 ENG AGRICULTURE 0892 ENG CERAMICS 0893 ENG CHEMICAL 0894 ENG WELDING
0896 ENG INDUSTRIAL

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1328	071	FORT IRWIN	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 SINCE THIS AUTHORIZATION IS LOCATED IN AN AREA RECEIVING AN INTERIM GEOGRAPHIC ADJUSTMENT AND INCLUDES AN OCCUPATION COVERED BY WORLDWIDE TABLE 414,THE EMPLOYEE'S SPECIAL RATE MUST BE COMPARED WITH THE CORRESPONDING RATE ON TABLE 414 ADJUSTED BY 8% IGA. THE EMPLOYEE IS ENTITLED TO THE HIGHER RATE.

TABLE NUMBER: 196

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 1831 SECUR COMPL EXA

AGENCY(S)/SUBELEMENTS: SE SECURITIES & EXCHANGE COMM

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1980	037	LOS ANGELES	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 197

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 1831 SECUR COMPL EXA

AGENCY(S)/SUBELEMENTS: SE SECURITIES & EXCHANGE COMM

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 198

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
1	13422	13439	13776	14129	14482	14835	15188	15541	15894	16247	VARIES
2	14390	14790	15190	15590	15990	16390	16790	17190	17590	17990	400
3	16221	16672	17123	17574	18025	18476	18927	19378	19829	20280	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631

OCCUPATION(S): 2091 SALES STORE CLK

AGENCY(S)/SUBELEMENTS: AF AIR FORCE AR ARMY
NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 198

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 199

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037

OCCUPATION(S): 1529 MATH STATISTICN

AGENCY(S)/SUBELEMENTS: VA DEPT VETERANS AFFAIRS

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2660	085	PALO ALTO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 200

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	37338	38375	39412	40449	41486	42523	43560	44597	45634	46671	1037
12	42266	43509	44752	45995	47238	48481	49724	50967	52210	53453	1243

OCCUPATION(S): 0840 ENG NUCLEAR 0850 ENG ELECTRICAL 0854 ENG COMPUTER 0855 ENG ELECTRONICS

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1328	071	FORT IRWIN	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 SINCE THIS AUTHORIZATION IS LOCATED IN AN AREA RECEIVING AN INTERIM GEOGRAPHIC ADJUSTMENT AND INCLUDES AN OCCUPATION COVERED BY WORLDWIDE TABLE 422,THE EMPLOYEE'S SPECIAL RATE MUST BE COMPARED WITH THE CORRESPONDING RATE ON TABLE 422 ADJUSTED BY 8% IGA. THE EMPLOYEE IS ENTITLED TO THE HIGHER RATE.

TABLE NUMBER: 201

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	26388	27164	27940	28716	29492	30268	31044	31820	32596	33372	776
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
10	30210	31154	32098	33042	33986	34930	35874	36818	37762	38706	944

OCCUPATION(S): 1382 FOOD TECHNOLOGI 1863 FOOD INSPECTOR

AGENCY(S)/SUBELEMENTS: AG AGRICULTURE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0000	001	FAIRFIELD	CT
34	0000	003	BERGEN	NJ
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	023	MIDDLESEX	NJ
34	0000	025	MONMOUTH	NJ
34	0000	031	PASSAIC	NJ
34	0000	039	UNION	NJ
36	0000	005	BRONX	NY
36	0000	019	CLINTON	NY
36	0000	047	KINGS	NY
36	0000	059	NASSAU	NY
36	0000	061	NEW YORK	NY

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 201

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	0000	081	QUEENS	NY
36	0000	085	RICHMOND	NY
36	0000	087	ROCKLAND	NY
36	0000	103	SUFFOLK	NY
36	0000	119	WESTCHESTER	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 202

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
6	23967	24598	25229	25860	26491	27122	27753	28384	29015	29646	631
7	26631	27332	28033	28734	29435	30136	30837	31538	32239	32940	701

OCCUPATION(S): 0647 DIAG RAD TEC

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	1052	005	FORT DIX	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 203

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	26631	27332	28033	28734	29435	30136	30837	31538	32239	32940	701
8	29492	30268	31044	31820	32596	33372	34148	34924	35700	36476	776
9	32573	33430	34287	35144	36001	36858	37715	38572	39429	40286	857

OCCUPATION(S): 0699 DIAG MED SONOGR

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	1052	005	FORT DIX	NJ
34	1778	005	MCGUIRE AFB	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 204

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
10	33042	33986	34930	35874	36818	37762	38706	39650	40594	41538	944
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
48	2433	141	FORT BLISS	TX

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 205

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
23	4250	031	KITTERY	ME
33	0430	015	PORTSMOUTH	NH

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 206

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
8	27940	28716	29492	30268	31044	31820	32596	33372	34148	34924	776
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
10	34930	35874	36818	37762	38706	39650	40594	41538	42482	43426	944

OCCUPATION(S): 0648 THER RAD TEC

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
15	2400	003	HONOLULU	HI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION ALSO RECEIVED A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 207

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566

OCCUPATION(S): 0620 PRACTICAL NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	0365	017	FORT DEVENS	MA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 208

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
8	27164	27940	28716	29492	30268	31044	31820	32596	33372	34148	776
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857

OCCUPATION(S): 0601 CYTOGENETICS TE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	3260	073	SAN DIEGO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 209

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701

OCCUPATION(S): 0646 CYTOLOGY TECH

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	3260	073	SAN DIEGO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 210

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
12	1510	031	JACKSONVILLE	FL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 211

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037

OCCUPATION(S): 0633 PHYSICAL THERAP

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
JA	9500	000	YOKOSUKA	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 212

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037

OCCUPATION(S): 0631 OCCUP THERAPIST

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
JA	9500	000	YOKOSUKA	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 213

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
12	2490	033	PENSACOLA	FL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 214

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
10	34930	35874	36818	37762	38706	39650	40594	41538	42482	43426	944
11	37338	38375	39412	40449	41486	42523	43560	44597	45634	46671	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
HE	HEALTH AND HUMAN SERVICES		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	0090	017	BEDFORD	MA
25	0120	025	BOSTON	MA
25	0365	017	FORT DEVENS	MA
25	0845	017	NATICK	MA
25	1375	017	WATERTOWN	MA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 215

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
10	33042	33986	34930	35874	36818	37762	38706	39650	40594	41538	944
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AF AIR FORCE AR ARMY

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
53 2230 053 TACOMA WA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 216

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566
6	19550	20181	20812	21443	22074	22705	23336	23967	24598	25229	631

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
42 0000 041 CUMBERLAND PA
42 0000 133 YORK PA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 217

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
10	36818	37762	38706	39650	40594	41538	42482	43426	44370	45314	944
11	39412	40449	41486	42523	43560	44597	45634	46671	47708	48745	1037
12	42266	43509	44752	45995	47238	48481	49724	50967	52210	53453	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
17	0000	097	LAKE	IL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 218

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	30210	31154	32098	33042	33986	34930	35874	36818	37762	38706	944
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 0642 NUC MED TECN

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
15	0000	003	HONOLULU	HI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 219

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17701	18207	18713	19219	19725	20231	20737	21243	21749	22255	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	22425	23126	23827	24528	25229	25930	26631	27332	28033	28734	701
8	24060	24836	25612	26388	27164	27940	28716	29492	30268	31044	776

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS:
AF AIR FORCE
AR ARMY
GS GENERAL SERVICES ADMIN

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
26	0000	087	LAPEER	MI
26	0000	093	LIVINGSTON	MI
26	0000	099	MACOMB	MI
26	0000	115	MONROE	MI
26	0000	125	OAKLAND	MI
26	0000	147	ST CLAIR	MI
26	0000	163	WAYNE	MI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 220

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
1	13776	14129	14482	14835	15188	15541	15894	16247	16600	16953	353
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	17574	18025	18476	18927	19378	19829	20280	20731	21182	21633	451
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
8	30268	31044	31820	32596	33372	34148	34924	35700	36476	37252	776
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
10	36818	37762	38706	39650	40594	41538	42482	43426	44370	45314	944
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	48481	49724	50967	52210	53453	54696	55939	57182	58425	59668	1243
13	57650	59128	60606	62084	63562	65040	66518	67996	69474	70952	1478
14	68129	69876	71623	73370	75117	76864	78611	80358	82105	83852	1747
15	80138	82193	84248	86303	88358	90413	92468	94523	96578	98633	2055

OCCUPATION(S): AAAA ALL SERIES

AGENCY(S)/SUBELEMENTS:

AR	ARMY	DN	ENERGY DEPT
IN	INTERIOR DEPT	NV	NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
JQ	1000	000	JOHNSTON ISLAND	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 222

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	41023	42266	43509	44752	45995	47238	48481	49724	50967	52210	1243

OCCUPATION(S): 0457 SOIL CONSERVAT 0470 SOIL SCIENTIST

AGENCY(S)/SUBELEMENTS: AG AGRICULTURE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0000	000	CONNECTICUT	CT
24	0000	031	MONTGOMERY	MD
25	0000	000	MASSACHUSSETTS	MA
33	0000	011	HILLSBOROUGH	NH
33	0000	015	ROCKINGHAM	NH
33	0000	017	STRAFFORD	NH
34	0000	003	BERGEN	NJ
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	019	HUNTERDON	NJ
34	0000	021	MERCER	NJ
34	0000	023	MIDDLESEX	NJ
34	0000	025	MONMOUTH	NJ
34	0000	027	MORRIS	NJ
34	0000	031	PASSAIC	NJ
34	0000	035	SOMERSET	NJ
34	0000	037	SUSSEX	NJ
34	0000	039	UNION	NJ
34	0000	041	WARREN	NJ
36	0000	059	NASSAU	NY
36	0000	087	ROCKLAND	NY
36	0000	103	SUFFOLK	NY
36	0000	119	WESTCHESTER	NY
44	0000	000	RHODE ISLAND	RI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 223

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037

OCCUPATION(S): 1370 CARTOGRAPHER

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AR	ARMY
CM	COMMERCE DEPT	DD	DEFENSE DEPT (EXCL MIL DEPTS)
ST	DEPARTMENT OF STATE	IN	INTERIOR DEPT
NV	NAVY		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 224

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 1320 CHEMIST
LIMITED TO FORENSIC CHEMISTS ONLY

AGENCY(S)/SUBELEMENTS: AF AIR FORCE AR ARMY
DJ JUSTICE DEPT TR TREASURY DEPT

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
NATIONWIDE

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 225

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
8	26388	27164	27940	28716	29492	30268	31044	31820	32596	33372	776
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857

OCCUPATION(S): 0640 ECHOCARDIO TEC

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
15 0000 003 HONOLULU HI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 226

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566

OCCUPATION(S): 0620 PRACTICAL NURSE 0620 VOCATIONL NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	1065	025	FT MONMOUTH	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 227

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	26631	27332	28033	28734	29435	30136	30837	31538	32239	32940	701
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
37	0735	133	CAMP LEJEUNE	NC
37	0885	049	CHERRY POINT	NC

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 228

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	0845	017	NATICK	MA
25	1375	017	WATERTOWN	MA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 229

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	41023	42266	43509	44752	45995	47238	48481	49724	50967	52210	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
15	0000	003	HONOLULU	HI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 230

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
10	33986	34930	35874	36818	37762	38706	39650	40594	41538	42482	944
11	37338	38375	39412	40449	41486	42523	43560	44597	45634	46671	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
15	0000	003	HONOLULU	HI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 231

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: GS GENERAL SERVICES ADMIN

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	037	LOS ANGELES	CA
06	0080	059	ANAHEIM	CA
06	3420	059	SANTA ANA	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 232

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: GS GENERAL SERVICES ADMIN

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
39 1680 035 CLEVELAND OH

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 233

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
10	33986	34930	35874	36818	37762	38706	39650	40594	41538	42482	944

OCCUPATION(S): 0651 RESPIRATRY THER

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
15 0000 003 HONOLULU HI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 234

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566

OCCUPATION(S): 0620 PRACTICAL NURSE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
45	0410	019	CHARLESTON	SC

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 235

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	26388	27164	27940	28716	29492	30268	31044	31820	32596	33372	776
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
45	0410	019	CHARLESTON	SC

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 236

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 0644 MED TECHNOLGIST

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2480	001	OAKLAND	CA
06	3290	075	SAN FRANCISCO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 237

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0645 MED TECHNICIAN

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	001	ALAMEDA	CA
06	0000	013	CONTRA COSTA	CA
06	0000	075	SAN FRANCISCO	CA
06	0000	081	SAN MATEO	CA
06	0000	085	SANTA CLARA	CA
06	0000	095	SOLANO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 238

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	27164	27940	28716	29492	30268	31044	31820	32596	33372	34148	776
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
10	33042	33986	34930	35874	36818	37762	38706	39650	40594	41538	944
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
NV	NAVY		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	1180	650	HAMPTON	VA
51	1720	700	NEWPORT NEWS	VA
51	1760	710	NORFOLK	VA
51	1970	740	PORTSMOUTH	VA
51	2540	810	VIRGINIA BEACH	VA
51	2690	199	YORKTOWN	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 239

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037

OCCUPATION(S): 0610 NURSE ANESTHETI

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
01	2585	089	REDSTONE ARSENAL	AL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 240

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857

OCCUPATION(S): 0601 CYTOLOGIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
15	0000	003	HONOLULU	HI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 241

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	17574	18025	18476	18927	19378	19829	20280	20731	21182	21633	451
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	23967	24598	25229	25860	26491	27122	27753	28384	29015	29646	631
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 0025 PARK RANGER

AGENCY(S)/SUBELEMENTS: IN INTERIOR DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	013	ESSEX	NJ
34	0000	025	MONMOUTH	NJ
34	0000	027	MORRIS	NJ
36	0000	059	NASSAU	NY
36	0000	103	SUFFOLK	NY
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 242

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0007 CORRECT OFFICER

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
17 1670 031 CHICAGO IL
17 1670 043 CHICAGO IL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 243

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0007 CORRECT OFFICER

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
06 3260 073 SAN DIEGO CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 244

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0007 CORRECT OFFICER

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
12	2010	025	MIAMI	FL
12	1441	025	HOMESTEAD AFB	FL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 245

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0007 CORRECT OFFICER

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2840	001	PLEASANTON	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 246

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0007 CORRECT OFFICER

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	5092	031	RAY BROOK	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 247

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0007 CORRECT OFFICER

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
26	3250	115	MILAN	MI
26	3250	161	MILAN	MI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 248

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857

OCCUPATION(S): 0633 PHYSICAL THERAP

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0260	011	GROTON	CT

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 249

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701

OCCUPATION(S): 0646 CYTOLOGY TEC

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0260	011	GROTON	CT

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 250

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
8	27940	28716	29492	30268	31044	31820	32596	33372	34148	34924	776

OCCUPATION(S): 0682 DENTAL HYGIENST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	2218	029	FORT STEWART	GA
13	2218	109	FORT STEWART	GA
13	2218	179	FORT STEWART	GA
13	2218	183	FORT STEWART	GA
13	2218	267	FORT STEWART	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 251

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
12	42266	43509	44752	45995	47238	48481	49724	50967	52210	53453	1243
13	50260	51738	53216	54694	56172	57650	59128	60606	62084	63562	1478
14	55900	57647	59394	61141	62888	64635	66382	68129	69876	71623	1747

OCCUPATION(S): 0018 SAF OCC HLTH AD 0301 AIR COMMANDER 0340 PROG MGMT SPEC 2101 TRANSPORTN SPCL
2181 PILOT

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
			NATIONWIDE	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
APPLIES TO PILOTS ONLY-AIR/VICE-AIR COMMANDER, AIRPLANE
PILOT/FLIGHT INSTR, HELICOPTER PILOT/FLIGHT INSTR, AIRCRAFT/
ASST AIRCRAFT OPERATIONS OFFICER, AIR OPERATIONS & WARNING
SYSTEM MANAGER, AIRCRAFT RANGE SAFETY OFFICER, SAFETY & OCC
HEALTH MANAGER (PILOT), MAINTENANCE TEST PILOT.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 252

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	32573	33430	34287	35144	36001	36858	37715	38572	39429	40286	857
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037

OCCUPATION(S): 0601 CYTOTECHNOLGST

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
NV	NAVY		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 253

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037
12	38537	39780	41023	42266	43509	44752	45995	47238	48481	49724	1243

OCCUPATION(S): 1515 OPER RES ANALYS 1520 MATHEMATICIAN 1529 MATH STATISTICN 1550 COMP SCIENTIST

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AR	ARMY
IN	INTERIOR DEPT	NV	NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	001	ALAMEDA	CA
06	0000	013	CONTRA COSTA	CA
06	0000	041	MARIN	CA
06	0000	075	SAN FRANCISCO	CA
06	0000	081	SAN MATEO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 254

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
17	1670	031	CHICAGO	IL
17	1670	043	CHICAGO	IL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 255

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	13090	13439	13590	13990	14390	14790	15190	15590	15990	16390	VARIES
3	14868	15319	15770	16221	16672	17123	17574	18025	18476	18927	451
4	16183	16689	17195	17701	18207	18713	19219	19725	20231	20737	506
5	17539	18105	18671	19237	19803	20369	20935	21501	22067	22633	566

OCCUPATION(S):

0134 INTELL AID/CLK
0203 PERS CLK & ASST
0204 MIL PER CLK/TCN
0305 MAIL & FILE CLK
0312 CLERK STENO
0318 SECRETARY
0322 CLERK TYPIST
0344 MGMT CLK & ASST
0361 EQUAL OPP ASST
0394 COMMUNIC CLK
0503 FINANCL CLK AST
0525 ACCOUNTING TECH
0540 VOUCHER EXAMNR
0544 PAYROLL
0561 BUDGET CLK/ASST
0675 MED REC TEC
0679 MEDICAL CLERK
0986 LEGAL CLK/TECHN
1105 PURCHASER
1106 PROCMT CLK/ASST
1411 LIBRARY TECHN
2005 SUPPLY CLK/TECH
2102 TRANSP CLK/ASST
XXXX (DATA TRANSCRI)
YXXX (STENOGRAPHY)
XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AR	ARMY
CM	COMMERCE DEPT	DD	DEFENSE DEPT (EXCL MIL DEPTS)
IN	INTERIOR DEPT	DJ	JUSTICE DEPT
NV	NAVY		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	025	MONMOUTH	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
SPECIAL RATES ONLY APPLY TO THOSE SERIES WITH THE
PARENTHETICAL TITLES OF TYPING, STENOGRAPHY OR DATA
TRANSCRIBING AS WELL AS SERIES 312 AND 322.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 256

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	14790	15190	15590	15990	16390	16790	17190	17590	17990	18390	400
3	16672	17123	17574	18025	18476	18927	19378	19829	20280	20731	451
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
6	22705	23336	23967	24598	25229	25860	26491	27122	27753	28384	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	26388	27164	27940	28716	29492	30268	31044	31820	32596	33372	776
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	29266	30210	31154	32098	33042	33986	34930	35874	36818	37762	944
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037
12	38537	39780	41023	42266	43509	44752	45995	47238	48481	49724	1243

OCCUPATION(S): 0462 FORESTRY TECH

AGENCY(S)/SUBELEMENTS: AG AGRICULTURE DEPT IN INTERIOR DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	037	LOS ANGELES	CA
06	0000	053	MONTEREY	CA
06	0000	059	ORANGE	CA
06	0000	065	RIVERSIDE	CA
06	0000	071	SAN BERNARDINO	CA
06	0000	073	SAN DIEGO	CA
06	0000	079	SAN LUIS OBISPO	CA
06	0000	083	SANTA BARBARA	CA
06	0000	111	VENTURA	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 257

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	15319	15770	16221	16672	17123	17574	18025	18476	18927	19378	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
9	26574	27431	28288	29145	30002	30859	31716	32573	33430	34287	857

OCCUPATION(S): 0025 PARK RANGER

AGENCY(S)/SUBELEMENTS: IN INTERIOR DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	0000	009	ESSEX	MA
25	0000	017	MIDDLESEX	MA
25	0000	021	NORFOLK	MA
25	0000	025	SUFFOLK	MA
25	0120	025	BOSTON	MA
25	0170	017	CAMBRIDGE	MA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 258

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	29266	30210	31154	32098	33042	33986	34930	35874	36818	37762	944

OCCUPATION(S): 0647 DIAG RAD TEC

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
15	0000	003	HONOLULU	HI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 259

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037

OCCUPATION(S): 1601 POWER PLANT SUP

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
NATIONWIDE

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 260

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631

OCCUPATION(S): 0620 PRACTICAL NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
48 2433 141 FORT BLISS TX

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 261

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631

OCCUPATION(S): 0620 PRACTICAL NURSE

AGENCY(S)/SUBELEMENTS: ARCE ARMY CORPS OF ENGINEERS

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
08	0110	001	AURORA	CO
08	0110	005	AURORA	CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 262

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037

OCCUPATION(S): 0610 NURSE ANESTHETI

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	1006	149	FORT LEE	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 263

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0510 ACCOUNTANT 0511 AUDITOR

AGENCY(S)/SUBELEMENTS:

AG AGRICULTURE DEPT
AR ARMY
DD DEFENSE DEPT (EXCL MIL DEPTS)
ED EDUCATION DEPT
EP ENVIRONMENTAL PROTECTION AGCY
HE HEALTH AND HUMAN SERVICES
DJ JUSTICE DEPT
NV NAVY
SB SMALL BUSINESS ADMINISTRATION
TR TREASURY DEPT
AF AIR FORCE
CT COMMODITY FUTURES TRADING COMM
VA DEPT VETERANS AFFAIRS
DN ENERGY DEPT
GS GENERAL SERVICES ADMIN
HU HOUSING & URBAN DEVELOPMENT
DL LABOR DEPARTMENT
RR RAILROAD RETIREMENT BOARD
TD TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
17	0000	031	COOK	IL
17	0000	043	DU PAGE	IL
17	0000	097	LAKE	IL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
THIS AUTHORIZATION EXCLUDES THE INTERNAL REVENUE SERVICE
FROM THE POSITIONS COVERED AT TREASURY.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 264

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
12	48481	49724	50967	52210	53453	54696	55939	57182	58425	59668	1243

OCCUPATION(S): 0610 NURSE ANESTHETI

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
THIS TYPE OF GS-610 NURSE SPECIALTY IS NO LONGER COVERED
UNDER TABLE 304.

best copy available

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 265

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037
12	38537	39780	41023	42266	43509	44752	45995	47238	48481	49724	1243

OCCUPATION(S): 1102 CONTRACT/PROCUR

AGENCY(S)/SUBELEMENTS:	AG	AGRICULTURE DEPT	AF	AIR FORCE
	AR	ARMY	DD	DEFENSE DEPT (EXCL MIL DEPTS)
	VA	DEPT VETERANS AFFAIRS	GS	GENERAL SERVICES ADMIN
	IN	INTERIOR DEPT	DJ	JUSTICE DEPT
	NN	NAT AERONAUTICS & SPACE ADMIN	NV	NAVY
	SB	SMALL BUSINESS ADMINISTRATION	TD	TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:	STATE	CITY	COUNTY	LOCATION NAME	STATE
	06	0000	037	LOS ANGELES	CA
	06	0000	059	ORANGE	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 266

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	41023	42266	43509	44752	45995	47238	48481	49724	50967	52210	1243

OCCUPATION(S): 1170 REALTOR

AGENCY(S)/SUBELEMENTS:	AG	AGRICULTURE DEPT	AR	ARMY
	GS	GENERAL SERVICES ADMIN	HU	HOUSING & URBAN DEVELOPMENT
	DJ	JUSTICE DEPT	NV	NAVY
	TD	TRANSPORTATION DEPT		

GEOGRAPHIC LOCATIONS:	STATE	CITY	COUNTY	LOCATION NAME	STATE
	06	0000	037	LOS ANGELES	CA
	06	0000	059	ORANGE	CA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 266

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 267

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	41023	42266	43509	44752	45995	47238	48481	49724	50967	52210	1243

OCCUPATION(S): 1170 REALTOR

AGENCY(S)/SUBELEMENTS:

AR	ARMY	GS	GENERAL SERVICES ADMIN
HU	HOUSING & URBAN DEVELOPMENT	TD	TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	0000	005	BRONX	NY
36	0000	047	KINGS	NY
36	0000	061	NEW YORK	NY
36	0000	079	PUTNAM	NY
36	0000	081	QUEENS	NY
36	0000	085	RICHMOND	NY
36	0000	087	ROCKLAND	NY
36	0000	119	WESTCHESTER	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 268

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	41023	42266	43509	44752	45995	47238	48481	49724	50967	52210	1243

OCCUPATION(S): 1170 REALTOR

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AR	ARMY
DN	ENERGY DEPT	GS	GENERAL SERVICES ADMIN
HU	HOUSING & URBAN DEVELOPMENT	IN	INTERIOR DEPT
NV	NAVY	TD	TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	001	ALAMEDA	CA
06	0000	013	CONTRA COSTA	CA
06	0000	041	MARIN	CA
06	0000	075	SAN FRANCISCO	CA
06	0000	081	SAN MATEO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 269

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 0696 CONS SAFE SPEC

AGENCY(S)/SUBELEMENTS: HE HEALTH AND HUMAN SERVICES

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	037	LOS ANGELES	CA
06	0000	059	ORANGE	CA
06	0000	073	SAN DIEGO	CA
06	0000	083	SANTA BARBARA	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 270

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701

OCCUPATION(S): 0696 CONS SAFE SPEC

AGENCY(S)/SUBELEMENTS: HE HEALTH AND HUMAN SERVICES

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
10	0000	001	KENT	DE
10	0000	003	NEW CASTLE	DE
42	0000	011	BERKS	PA
42	0000	017	BUCKS	PA
42	0000	029	CHESTER	PA
42	0000	043	DAUPHIN	PA
42	0000	045	DELAWARE	PA
42	0000	071	LANCASTER	PA
42	0000	075	LEBANON	PA
42	0000	077	LEHIGH	PA
42	0000	091	MONTGOMERY	PA
42	0000	095	NORTHAMPTON	PA
42	0000	101	PHILADELPHIA	PA
42	0000	133	YORK	PA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 270

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 271

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701

OCCUPATION(S): 0696 CONS SAFE SPEC

AGENCY(S)/SUBELEMENTS: HE HEALTH AND HUMAN SERVICES

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0000	001	FAIRFIELD	CT
09	0000	003	HARTFORD	CT
25	0000	017	MIDDLESEX	MA
25	0000	025	SUFFOLK	MA
25	0000	027	WORCESTER	MA
44	0000	007	PROVIDENCE	RI
50	0000	007	CHITTENDEN	VT

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 272

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701

OCCUPATION(S): 0696 CONS SAFE SPEC

AGENCY(S)/SUBELEMENTS: HE HEALTH AND HUMAN SERVICES

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	0000	047	KINGS	NY
36	0000	059	NASSAU	NY
36	0000	061	NEW YORK	NY
36	0000	081	QUEENS	NY
36	0000	085	RICHMOND	NY
36	0000	087	ROCKLAND	NY
36	0000	103	SUFFOLK	NY
36	0000	119	WESTCHESTER	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 273

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S): 0696 CONS SAFE SPEC

AGENCY(S)/SUBELEMENTS: HE HEALTH AND HUMAN SERVICES

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	0000	063	CLAYTON	GA
13	0000	067	COBB	GA
13	0000	089	DE KALB	GA
13	0000	097	DOUGLAS	GA
13	0000	121	FULTON	GA
13	0000	135	GWINNETT	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 274

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701

OCCUPATION(S): 0696 CONS SAFE SPEC

AGENCY(S)/SUBELEMENTS: HE HEALTH AND HUMAN SERVICES

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	001	ALAMEDA	CA
06	0000	013	CONTRA COSTA	CA
06	0000	041	MARIN	CA
06	0000	075	SAN FRANCISCO	CA
06	0000	081	SAN MATEO	CA
06	0000	085	SANTA CLARA	CA
06	0000	097	SONOMA	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 275

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701

OCCUPATION(S): 0696 CONS SAFE SPEC

AGENCY(S)/SUBELEMENTS: HE HEALTH AND HUMAN SERVICES

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	005	BURLINGTON	NJ
34	0000	007	CAMDEN	NJ
34	0000	013	ESSEX	NJ
34	0000	021	MERCER	NJ
34	0000	023	MIDDLESEX	NJ
34	0000	027	MORRIS	NJ
34	0000	039	UNION	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 276

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	32573	33430	34287	35144	36001	36858	37715	38572	39429	40286	857
11	37338	38375	39412	40449	41486	42523	43560	44597	45634	46671	1037

OCCUPATION(S): 0601 CYTOTECHNOLGST

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	1970	740	PORTSMOUTH	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 277

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701

OCCUPATION(S): 0646 CYTOLOGY TEC

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	1970	740	PORTSMOUTH	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 278

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	32573	33430	34287	35144	36001	36858	37715	38572	39429	40286	857

OCCUPATION(S): 0601 CYTOTECHNOLGST

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
17	7835	163	SCOTT AF BASE	IL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 279

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	15319	15770	16221	16672	17123	17574	18025	18476	18927	19378	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
9	26574	27431	28288	29145	30002	30859	31716	32573	33430	34287	857

OCCUPATION(S): 0025 PARK RANGER

AGENCY(S)/SUBELEMENTS: IN INTERIOR DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
42	6540	101	PHILADELPHIA	PA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 280

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857

OCCUPATION(S): 0610 NURSE OPER RM

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	2203	073	FORT GORDON	GA
13	2203	163	FORT GORDON	GA
13	2203	189	FORT GORDON	GA
13	2203	245	FORT GORDON	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 281

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
10	31154	32098	33042	33986	34930	35874	36818	37762	38706	39650	944
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
37	1685	051	FORT BRAGG	NC

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 282

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15190	15590	15990	16390	16790	17190	17590	17990	18390	18790	400
3	16221	16672	17123	17574	18025	18476	18927	19378	19829	20280	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631

OCCUPATION(S): 0312 CLERK STENO 0322 CLERK TYPIST 0356 DATA TRANSCRIBE XXXX (DATA TRANSCRI)
XXXX (STENOGRAPHY) XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
DJ	JUSTICE DEPT	NV	NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
24	0033	003	ANNAPOLIS JUNC	MD
24	0033	027	ANNAPOLIS JUNC	MD
24	0575	003	FORT MEADE	MD

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
THIS AUTHORIZATION ALSO INCLUDES POSITIONS LOCATED AT THE
AIR FORCE PLANT REPRESENTATIVE OFFICE, BALTIMORE-WASHINGTON
INTERNATIONAL AIRPORT.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 283

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	45995	47238	48481	49724	50967	52210	53453	54696	55939	57182	1243

OCCUPATION(S): 0610 NURSE ANESTHETI

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	2203	073	FORT GORDON	GA
13	2203	163	FORT GORDON	GA
13	2203	189	FORT GORDON	GA
13	2203	245	FORT GORDON	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 284

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	13990	14390	14790	15190	15590	15990	16390	16790	17190	17590	400
3	15770	16221	16672	17123	17574	18025	18476	18927	19378	19829	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566

OCCUPATION(S):

0312 CLERK STENO
0318 SECRETARY
0322 CLERK TYPIST
0356 DATA TRANSCRIBE
XXXX (DATA TRANSCRI)
XXXX (STENOGRAPHY)
XXXX (TYPING)

AGENCY(S)/SUBELEMENTS: TR07 INTERNAL REVENUE SERVICE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	003	BERGEN	NJ
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	023	MIDDLESEX	NJ
34	0000	027	MORRIS	NJ
34	0000	031	PASSAIC	NJ
34	0000	035	SOMERSET	NJ
34	0000	039	UNION	NJ
36	0000	087	ROCKLAND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 284

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
THIS AUTHORIZATION COVERS A COMPONENT OF TREASURY NO LONGER
COVERED BY TABLE 047.

TABLE NUMBER: 285

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 1816 IMMIGRA INSPEC

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 286

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	48782	50260	51738	53216	54694	56172	57650	59128	60606	62084	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
48	6850	037	TEXARKANA	TX

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 287

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	48782	50260	51738	53216	54694	56172	57650	59128	60606	62084	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
42	4600	021	LORETTO	PA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 288

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	48782	50260	51738	53216	54694	56172	57650	59128	60606	62084	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	5092	031	RAY BROOK	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 289

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	48782	50260	51738	53216	54694	56172	57650	59128	60606	62084	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
46	3070	135	YANKTON	SD

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 290

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	39412	40449	41486	42523	43560	44597	45634	46671	47708	48745	1037
12	47238	48481	49724	50967	52210	53453	54696	55939	57182	58425	1243
13	56172	57650	59128	60606	62084	63562	65040	66518	67996	69474	1478
14	64635	66382	68129	69876	71623	73370	75117	76864	78611	80358	1747
15	69863	71918	73973	76028	78083	80138	82193	84248	86303	88358	2055

OCCUPATION(S): 0602 MED OFF CLIN

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
ST	DEPARTMENT OF STATE	DN	ENERGY DEPT
HE	HEALTH AND HUMAN SERVICES	DJ	JUSTICE DEPT
NN	NAT AERONAUTICS & SPACE ADMIN	NV	NAVY
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT
SH	US SOLDIERS & AIRMENS HOME		

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE

WORLDWIDE

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 EXCLUDED ARE PHYSICIANS WHO HAVE RECEIVED NATIONAL HEALTH SERVICE CORPS SCHOLARSHIPS AND WHO ARE FULFILLING A SERVICE OBLIGATION THROUGH ASSIGNMENT TO NHSC OR THE DEPARTMENT OF JUSTICE.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 291

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	48782	50260	51738	53216	54694	56172	57650	59128	60606	62084	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
06 0415 029 BORON CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 292

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	43509	44752	45995	47238	48481	49724	50967	52210	53453	54696	1243
13	47304	48782	50260	51738	53216	54694	56172	57650	59128	60606	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
40 1540 017 EL RENO OK

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 293

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	48782	50260	51738	53216	54694	56172	57650	59128	60606	62084	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0170	001	DANBURY	CT

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 294

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	48782	50260	51738	53216	54694	56172	57650	59128	60606	62084	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 296

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	48782	50260	51738	53216	54694	56172	57650	59128	60606	62084	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
20	3020	103	LEAVENWORTH	KS

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 297

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	48782	50260	51738	53216	54694	56172	57650	59128	60606	62084	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	037	LOS ANGELES	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 298

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243
13	45826	47304	48782	50260	51738	53216	54694	56172	57650	59128	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4560	071	OTISVILLE	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 299

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243
13	45826	47304	48782	50260	51738	53216	54694	56172	57650	59128	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
54	1840	061	MORGANTOWN	WV

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 300

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243
13	45826	47304	48782	50260	51738	53216	54694	56172	57650	59128	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	0280	089	ATLANTA	GA
13	0280	121	ATLANTA	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 301

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243
13	45826	47304	48782	50260	51738	53216	54694	56172	57650	59128	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
04	0370	013	PHOENIX	AZ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 302

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
8	30268	31044	31820	32596	33372	34148	34924	35700	36476	37252	776
9	32573	33430	34287	35144	36001	36858	37715	38572	39429	40286	857
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	42266	43509	44752	45995	47238	48481	49724	50967	52210	53453	1243

OCCUPATION(S): 0644 MED TECHNOLGIST

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
DO	DEFENSE DEPT (EXCL MIL DEPTS)	ST	DEPARTMENT OF STATE
NV	NAVY	SM	SMITHSONIAN INSTITUTION

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
24	0575	003	FORT MEADE	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 303

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
6	22705	23336	23967	24598	25229	25860	26491	27122	27753	28384	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701

OCCUPATION(S): 0620 PRACTICAL NURSE

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
NV	NAVY	SH	US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
24	0575	003	FORT MEADE	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 304

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
10	33986	34930	35874	36818	37762	38706	39650	40594	41538	42482	944
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	42266	43509	44752	45995	47238	48481	49724	50967	52210	53453	1243

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS:

AG AGRICULTURE DEPT
LA ARCHITECT OF THE CAPITOL
CM COMMERCE DEPT
DN ENERGY DEPT
IN INTERIOR DEPT
DL LABOR DEPARTMENT
NV NAVY
TD TRANSPORTATION DEPT
OM US OFFICE OF PERSONNEL MGMT
DD DEFENSE DEPT (EXCL MIL DEPTS)
AF AIR FORCE
AR ARMY
ST DEPARTMENT OF STATE
HE HEALTH AND HUMAN SERVICES
DJ JUSTICE DEPT
LC LIBRARY OF CONGRESS
SM SMITHSONIAN INSTITUTION
TR TREASURY DEPT
SH US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
24	0575	003	FORT MEADE	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
THIS AUTHORIZATION EXCLUDES GS-12 NURSE ANESTHETIST WHICH
IS NOW COVERED BY TABLE 264.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 305

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857
10	31154	32098	33042	33986	34930	35874	36818	37762	38706	39650	944
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037
12	38537	39780	41023	42266	43509	44752	45995	47238	48481	49724	1243

OCCUPATION(S): 0690 IND HYGIENIST

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AF	AIR FORCE
AR	ARMY	CM	COMMERCE DEPT
DD	DEFENSE DEPT (EXCL MIL DEPTS)	VA	DEPT VETERANS AFFAIRS
DN	ENERGY DEPT	EP	ENVIRONMENTAL PROTECTION AGCY
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
IN	INTERIOR DEPT	DL	LABOR DEPARTMENT
NN	NAT AERONAUTICS & SPACE ADMIN	NV	NAVY
SM	SMITHSONIAN INSTITUTION	TD	TRANSPORTATION DEPT
TR	TREASURY DEPT		

GEOGRAPHIC LOCATIONS:

STATE CITY COUNTY LOCATION NAME	STATE
NATIONWIDE	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 306

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17701	18207	18713	19219	19725	20231	20737	21243	21749	22255	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631

OCCUPATION(S): 0620 PRACTICAL NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
53	2230	053	TACOMA	WA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 307

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	15319	15770	16221	16672	17123	17574	18025	18476	18927	19378	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	24836	25612	26388	27164	27940	28716	29492	30268	31044	31820	776
9	26574	27431	28288	29145	30002	30859	31716	32573	33430	34287	857

OCCUPATION(S): 0025 PARK RANGER

AGENCY(S)/SUBELEMENTS: IN INTERIOR DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	013	CONTRA COSTA	CA
06	0000	041	MARIN	CA
06	0000	075	SAN FRANCISCO	CA
06	0000	081	SAN MATEO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 308

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	22425	23126	23827	24528	25229	25930	26631	27332	28033	28734	701
8	24060	24836	25612	26388	27164	27940	28716	29492	30268	31044	776

OCCUPATION(S): 0651 RESPIRATRY THER 1712 TRAINING INSTRU

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
53	2230	053	TACOMA	WA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 309

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	26388	27164	27940	28716	29492	30268	31044	31820	32596	33372	776
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857
10	32098	33042	33986	34930	35874	36818	37762	38706	39650	40594	944
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 0081 FIREFIGHTER

AGENCY(S)/SUBELEMENTS:

AF AIR FORCE	AR ARMY
NV NAVY	TD TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	0000	001	BARNSTABLE	MA
25	0000	005	BRISTOL	MA
25	0000	009	ESSEX	MA
25	0000	013	HAMPDEN	MA
25	0000	017	MIDDLESEX	MA
25	0000	021	NORFOLK	MA
25	0000	023	PLYMOUTH	MA
25	0000	025	SUFFOLK	MA
25	0000	027	WORCESTER	MA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 309

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 310

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	16221	16672	17123	17574	18025	18476	18927	19378	19829	20280	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S): 0303 MISC CLK & ASST
(FIELD REPRESENTATIVE, SUPERVISORY FIELD REPRESENTATIVE)

AGENCY(S)/SUBELEMENTS: CM COMMERCE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	0000	005	BRISTOL	MA
25	0000	013	HAMPDEN	MA
25	0000	015	HAMPSHIRE	MA
33	0000	011	HILLSBOROUGH	NH
33	0000	013	MERRIMACK	NH
33	0000	015	ROCKINGHAM	NH
33	0000	017	STRAFFORD	NH
44	0000	001	BRISTOL	RI
44	0000	003	KENT	RI
44	0000	005	NEWPORT	RI
44	0000	007	PROVIDENCE	RI
44	0000	009	WASHINGTON	RI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 311

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	16672	17123	17574	18025	18476	18927	19378	19829	20280	20731	451
4	17701	18207	18713	19219	19725	20231	20737	21243	21749	22255	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S): 0303 MISC CLK & ASST
(FIELD REP/SUPERVISORY FIELD REP/INTERVIEWER SPECIALIST

AGENCY(S)/SUBELEMENTS: CM COMMERCE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	037	LOS ANGELES	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 312

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	15770	16221	16672	17123	17574	18025	18476	18927	19378	19829	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S): 0303 MISC CLK & ASST
(FIELD REPRESENTATIVE, SUPERVISORY FIELD REPRESENTATIVE)

AGENCY(S)/SUBELEMENTS: CM COMMERCE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 312

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 313

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857
10	31154	32098	33042	33986	34930	35874	36818	37762	38706	39650	944
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037

OCCUPATION(S): 0631 OCCUP THERAPIST

AGENCY(S)/SUBELEMENTS:

AR	ARMY	NV	NAVY
SH	US SOLDIERS & AIRMENS HOME		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
24	0575	003	FORT MEADE	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 314

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
10	33042	33986	34930	35874	36818	37762	38706	39650	40594	41538	944
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AF AIR FORCE AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
35	0415	035	HOLLOMAN AFB	NM
35	0871	013	WHITE SANDS MSL RGE	NM
35	0871	027	WHITE SANDS MSL RGE	NM
35	0871	035	WHITE SANDS MSL RGE	NM
35	0871	051	WHITE SANDS MSL RGE	NM
35	0871	053	WHITE SANDS MSL RGE	NM

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 315

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 1224 PATENT EXM(OTHR

AGENCY(S)/SUBELEMENTS: CM COMMERCE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 315

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 THIS AUTHORIZATION APPLIES TO PATENT EXAMINERS WHO SPECIALIZE IN CHEMISTRY, PHYSICS, BIOLOGY, MICROBIOLOGY, BOTANY, PHARMACOLOGY, HORTICULTURE, AND ELECTRONICS.

TABLE NUMBER: 316

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
11	37338	38375	39412	40449	41486	42523	43560	44597	45634	46671	1037

OCCUPATION(S): 0603 PHYSICIAN ASST

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
DJ	JUSTICE DEPT	NV	NAVY
TD	TRANSPORTATION DEPT	SH	US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
			NATIONWIDE	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 317

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AF AIR FORCE NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
28	0230	047	BILOXI	MS
28	1020	047	GULFPORT	MS

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 318

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	48782	50260	51738	53216	54694	56172	57650	59128	60606	62084	1478

OCCUPATION(S): 0180 PSYCHOLOGIST
LIMITED TO CLINICAL AND COUNSELING PSYCHOLOGISTS ONLY.

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
48	3765	029	LACKLAND AFB	TX

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 319

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	39412	40449	41486	42523	43560	44597	45634	46671	47708	48745	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
49	0355	045	DUGWAY	UT
49	1940	045	TOOELE	UT

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 320

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0633 PHYSICAL THERAP

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
08	0110	001	AURORA	CO
08	0110	005	AURORA	CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 321

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
45	0140	013	BEAUFORT	SC

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 322

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	14868	15319	15770	16221	16672	17123	17574	18025	18476	18927	451
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566

OCCUPATION(S): 0545 MILITARY PAY

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2905	075	PRESIDIO U S ARMY	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 323

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	27164	27940	28716	29492	30268	31044	31820	32596	33372	34148	776
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
10	32098	33042	33986	34930	35874	36818	37762	38706	39650	40594	944
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS:
AR ARMY
HE HEALTH AND HUMAN SERVICES
NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
17	0000	031	COOK	IL
17	0000	097	LAKE	IL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 324

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	3970	071	TWENTYNINE PALMS	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 325

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566

OCCUPATION(S): 0620 PRACTICAL NURSE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1880	031	LEMOORE	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 326

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0610 NURSE 0610 NURSE CLINICAL

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1880	031	LEMOORE	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 327

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	41023	42266	43509	44752	45995	47238	48481	49724	50967	52210	1243

OCCUPATION(S): 1104 PROPERTY DISPOS 1176 BUILDING MANAGE

AGENCY(S)/SUBELEMENTS: GS GENERAL SERVICES ADMIN

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK -KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 328

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701

OCCUPATION(S): 0682 DENTAL HYGIENST

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	000	CALIFORNIA	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 329

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	43509	44752	45995	47238	48481	49724	50967	52210	53453	54696	1243
13	47304	48782	50260	51738	53216	54694	56172	57650	59128	60606	1478

OCCUPATION(S): 0810 ENG CIVIL

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
DN	ENERGY DEPT	EM	FED EMERGENCY MANAGEMENT AGCY
GS	GENERAL SERVICES ADMIN	HE	HEALTH AND HUMAN SERVICES
NV	NAVY	TD	TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	003	BERGEN	NJ
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	023	MIDDLESEX	NJ
34	0000	025	MONMOUTH	NJ
34	0000	027	MORRIS	NJ
34	0000	031	PASSAIC	NJ
34	0000	037	SUSSEX	NJ
34	0000	039	UNION	NJ
36	0000	005	BRONX	NY
36	0000	047	KINGS	NY
36	0000	059	NASSAU	NY
36	0000	061	NEW YORK	NY
36	0000	071	ORANGE	NY
36	0000	079	PUTNAM	NY
36	0000	081	QUEENS	NY
36	0000	085	RICHMOND	NY
36	0000	087	ROCKLAND	NY
36	0000	103	SUFFOLK	NY
36	0000	119	WESTCHESTER	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 SINCE THIS AUTHORIZATION IS LOCATED IN AN AREA RECEIVING AN INTERIM GEOGRAPHIC ADJUSTMENT AND INCLUDES AN OCCUPATION COVERED BY WORLDWIDE TABLE 414,THE EMPLOYEE'S SPECIAL RATE MUST BE COMPARED WITH THE CORRESPONDING RATE ON TABLE 414 ADJUSTED BY 8% IGA. THE EMPLOYEE IS ENTITLED TO THE HIGHER RATE.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 330

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	15319	15770	16221	16672	17123	17574	18025	18476	18927	19378	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	29266	30210	31154	32098	33042	33986	34930	35874	36818	37762	944

OCCUPATION(S): 0081 FIREFIGHTER

AGENCY(S)/SUBELEMENTS: AR ARMY VA DEPT VETERANS AFFAIRS

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	027	MORRIS	NJ
34	0000	035	SOMERSET	NJ
34	0000	039	UNION	NJ

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 331

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
12	43509	44752	45995	47238	48481	49724	50967	52210	53453	54696	1243
13	50260	51738	53216	54694	56172	57650	59128	60606	62084	63562	1478
14	57647	59394	61141	62888	64635	66382	68129	69876	71623	73370	1747
15	65753	67808	69863	71918	73973	76028	78083	80138	82193	84248	2055

OCCUPATION(S): 1222 PATENT ATTORNEY

AGENCY(S)/SUBELEMENTS: DN ENERGY DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
17	0000	043	DU PAGE	IL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 332

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	47238	48481	49724	50967	52210	53453	54696	55939	57182	58425	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	3260	073	SAN DIEGO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 333

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	24836	25612	26388	27164	27940	28716	29492	30268	31044	31820	776

OCCUPATION(S): 0651 RESPIRATRY THER

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	3260	073	SAN DIEGO	CA

EFFECTIVE DATE: FIRST DA: OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 334

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631
7	26631	27332	28033	28734	29435	30136	30837	31538	32239	32940	701
8	29492	30268	31044	31820	32596	33372	34148	34924	35700	36476	776

OCCUPATION(S): 0682 DENTAL HYGIENST

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY
SH US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
24	0575	003	FORT MEADE	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 334

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 335

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	14868	15319	15770	16221	16672	17123	17574	18025	18476	18927	451
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0544 PAYROLL

AGENCY(S)/SUBELEMENTS:

AR	ARMY	NV	NAVY
TR	TREASURY DEPT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2480	001	OAKLAND	CA
06	2905	075	PRESIDIO U S ARMY	CA
06	3290	075	SAN FRANCISCO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
THE INTERNAL REVENUE SERVICE IS EXCLUDED FROM THIS AUTHORIZATION.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 336

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631

OCCUPATION(S): 0620 PRACTICAL NURSE

AGENCY(S)/SUBELEMENTS: AF AIR FORCE AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
15	2400	003	HONOLULU	HI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 337

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	41023	42266	43509	44752	45995	47238	48481	49724	50967	52210	1243

OCCUPATION(S): 0193 ARCHEOLOGIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	003	BERGEN	NJ
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	023	MIDDLESEX	NJ
34	0000	027	MORRIS	NJ
34	0000	031	PASSAIC	NJ
34	0000	037	SUSSEX	NJ
34	0000	039	UNION	NJ
36	0000	005	BRONX	NY
36	0000	047	KINGS	NY
36	0000	059	NASSAU	NY
36	0000	061	NEW YORK	NY
36	0000	079	PUTNAM	NY
36	0000	081	QUEENS	NY
36	0000	085	RICHMOND	NY

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 337

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	0000	087	ROCKLAND	NY
36	0000	103	SUFFOLK	NY
36	0000	119	WESTCHESTER	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 338

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	41023	42266	43509	44752	45995	47238	48481	49724	50967	52210	1243

OCCUPATION(S): 1360 OCEANOGRAPHER

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	003	BERGEN	NJ
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	023	MIDDLESEX	NJ
34	0000	027	MORRIS	NJ
34	0000	031	PASSAIC	NJ
34	0000	037	SUSSEX	NJ
34	0000	039	UNION	NJ
36	0000	059	NASSAU	NY
36	0000	079	PUTNAM	NY
36	0000	087	ROCKLAND	NY
36	0000	103	SUFFOLK	NY
36	0000	119	WESTCHESTER	NY
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 339

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701

OCCUPATION(S): 0682 DENTAL HYGIENST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	6627	071	WEST POINT	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 340

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	6627	071	WEST POINT	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 341

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701

OCCUPATION(S): 0646 PATHOLOGY TEC

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	6627	071	WEST POINT	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 342

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
10	31154	32098	33042	33986	34930	35874	36818	37762	38706	39650	944
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 1170 REALTOR

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AF	AIR FORCE
AR	ARMY	CM	COMMERCE DEPT
DN	ENERGY DEPT	GS	GENERAL SERVICES ADMIN
HU	HOUSING & URBAN DEVELOPMENT	IN	INTERIOR DEPT
NV	NAVY	TD	TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 342

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 343

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701

OCCUPATION(S): 0645 MED TECHNICIAN

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	6627	071	WEST POINT	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 344

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
42	1230	055	CHAMBERSBURG	PA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 345

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566

OCCUPATION(S): 0083 POLICE OFFICER

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
42	1230	055	CHAMBERSBURG	PA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 346

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631

OCCUPATION(S): 0620 VOCATIONL NURSE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	3260	073	SAN DIEGO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 347

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	24836	25612	26388	27164	27940	28716	29492	30268	31044	31820	776
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	29266	30210	31154	32098	33042	33986	34930	35874	36818	37762	944

OCCUPATION(S): 0645 MED TECHNICIAN

AGENCY(S)/SUBELEMENTS: AF AIR FORCE AR ARMY
NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
24	0575	003	FORT MEADE	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 347

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 348

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
3	17123	17574	18025	18476	18927	19378	19829	20280	20731	21182	451
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631

OCCUPATION(S): 0312 CLERK STENO   0322 CLERK TYPIST   0356 DATA TRANSCRIBE   XXXX (DATA TRANSCRI)
XXXX (STENOGRAPHY)   XXXX (TYPING)

AGENCY(S)/SUBELEMENTS: DJ02 FED BUREAU OF INVESTIGATION   TR05 US CUSTOMS SERVICE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
THIS AUTHORIZATION COVERS COMPONENTS OF TREASURY AND JUSTICE
NO LONGER COVERED BY TABLE 012.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 349

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701

OCCUPATION(S): 0303 MISC CLK & ASST   0305 MAIL & FILE CLK   0318 SECRETARY   0322 CLERK TYPIST
0986 LEGAL CLK/TECHN

AGENCY(S)/SUBELEMENTS:
DN ENERGY DEPT   GS GENERAL SERVICES ADMIN
IN INTERIOR DEPT   OM US OFFICE OF PERSONNEL MGMT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
35	0000	028	LOS ALAMOS	NM

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 350

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
13	54694	56172	57650	59128	60606	62084	63562	65040	66518	67996	1478
14	61141	62888	64635	66382	68129	69876	71623	73370	75117	76864	1747

OCCUPATION(S): 1310 PHYSICIST
CLASSIFICATION FUNCTIONAL CODE #81 (MEDICAL WORK)

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 350

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 351

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	22705	23336	23967	24598	25229	25860	26491	27122	27753	28384	631

OCCUPATION(S): 0682 DENTAL HYGIENST

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
45	0410	019	CHARLESTON	SC

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 352

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
10	35874	36818	37762	38706	39650	40594	41538	42482	43426	44370	944
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS:
AR ARMY
DJ JUSTICE DEPT
TD TRANSPORTATION DEPT
HE HEALTH AND HUMAN SERVICES
NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	001	ALAMEDA	CA
06	0000	013	CONTRA COSTA	CA
06	0000	041	MARIN	CA
06	0000	075	SAN FRANCISCO	CA
06	0000	081	SAN MATEO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 353

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS:
AF AIR FORCE
AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	1180	650	HAMPTON	VA
51	1404	650	LANGLEY AFB	VA
51	1720	700	NEWPORT NEWS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 354

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	33042	33986	34930	35874	36818	37762	38706	39650	40594	41538	944
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AF AIR FORCE AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
08	0000	041	EL PASO	CO
08	0000	101	PUEBLO	CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 355

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AF AIR FORCE AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
08	0000	041	EL PASO	CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 356

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS: IN INTERIOR DEPT SM SMITHSONIAN INSTITUTION

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 357

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
20	3020	103	LEAVENWORTH	KS

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 358

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0646 HISTOPATH TEC

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2480	001	OAKLAND	CA
06	3290	075	SAN FRANCISCO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 359

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 0610 NURSE
POSITIONS ARE NURSE CONSULTANTS.

AGENCY(S)/SUBELEMENTS: HE HEALTH AND HUMAN SERVICES

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
17	1670	031	CHICAGO	IL
17	1670	043	CHICAGO	IL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 360

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631
7	26631	27332	28033	28734	29435	30136	30837	31538	32239	32940	701
8	28716	29492	30268	31044	31820	32596	33372	34148	34924	35700	776
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
10	33042	33986	34930	35874	36818	37762	38706	39650	40594	41538	944
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037

OCCUPATION(S): 0648 THER RAD TEC

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 361

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857

OCCUPATION(S): 0631 OCCUP THERAPIST

AGENCY(S)/SUBELEMENTS: AF AIR FORCE AR ARMY

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
08 0000 041 EL PASO CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 362

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857

OCCUPATION(S): 0633 PHYSICAL THERAP

AGENCY(S)/SUBELEMENTS: AF AIR FORCE AR ARMY

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
08 0000 041 EL PASO CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 363

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
8	27164	27940	28716	29492	30268	31044	31820	32596	33372	34148	776

OCCUPATION(S): 0647 DIAG RAD TEC

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	001	ALAMEDA	CA
06	0000	013	CONTRA COSTA	CA
06	0000	041	MARIN	CA
06	0000	075	SAN FRANCISCO	CA
06	0000	081	SAN MATEO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 364

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	29266	30210	31154	32098	33042	33986	34930	35874	36818	37762	944
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 1802 DETEN ENFORC OF

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

TABLE NUMBER: 364

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 365

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	29266	30210	31154	32098	33042	33986	34930	35874	36818	37762	944
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 1802 DETEN ENFORC OF

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
12	2010	025	MIAMI	FL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 366

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	29266	30210	31154	32098	33042	33986	34930	35874	36818	37762	944
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 1802 DETEN ENFORC OF

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	000	CALIFORNIA	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 367

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037
12	38537	39780	41023	42266	43509	44752	45995	47238	48481	49724	1243

OCCUPATION(S): 1170 REALTOR

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
DN	ENERGY DEPT	GS	GENERAL SERVICES ADMIN
HU	HOUSING & URBAN DEVELOPMENT	TD	TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
17	0000	031	COOK	IL
17	0000	043	DU PAGE	IL
17	0000	111	MCHENRY	IL

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 368

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15590	15990	16390	16790	17190	17590	17990	18390	18790	19190	400
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 0025 PARK RANGER

AGENCY(S)/SUBELEMENTS: IN INTERIOR DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	037	LOS ANGELES	CA
06	0000	111	VENTURA	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 369

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
8	27940	28716	29492	30268	31044	31820	32596	33372	34148	34924	776
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857

OCCUPATION(S): 0648 THER RAD TEC

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
53	2230	053	TACOMA	WA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 370

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17701	18207	18713	19219	19725	20231	20737	21243	21749	22255	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566

OCCUPATION(S): 0322 CLERK TYPIST
LIMITED TO MEDICAL TRANSCRIPTIONISTS

AGENCY(S)/SUBELEMENTS: VA DEPT VETERANS AFFAIRS

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1370	019	FRESNO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 371

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	30210	31154	32098	33042	33986	34930	35874	36818	37762	38706	944
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	2218	029	FORT STEWART	GA
13	2218	109	FORT STEWART	GA
13	2218	179	FORT STEWART	GA
13	2218	183	FORT STEWART	GA
13	2218	267	FORT STEWART	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 372

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
10	31154	32098	33042	33986	34930	35874	36818	37762	38706	39650	944
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 0644 MED TECHNOLGIST

AGENCY(S)/SUBELEMENTS: HE37 INDIAN HEALTH SERVICE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
			NATIONWIDE	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
THIS AUTHORIZATION IS LIMITED TO IHS EMPLOYEES ONLY.

TABLE NUMBER: 373

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	30L59	31716	32573	33430	34287	35144	36001	36858	37715	38572	857

OCCUPATION(S): 0081 FIREFIGHTER

AGENCY(S)/SUBELEMENTS: TD TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 374

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2890	111	PORT HUENEME	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 375

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	21501	22067	22633	23199	23765	24331	24897	25463	26029	26595	566

OCCUPATION(S): 0620 PRACTICAL NURSE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2890	111	PORT HUENEME	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 376

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857

OCCUPATION(S): 0601 CYTOTECHNOLGST

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
48	7490	009	WICHITA FALLS	TX
48	7490	485	WICHITA FALLS	TX

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 377

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	17574	18025	18476	18927	19378	19829	20280	20731	21182	21633	451
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631

OCCUPATION(S): 0620 PRACTICAL NURSE

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0543	073	CAMP PENDLETON	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 378

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	17123	17574	18025	18476	18927	19378	19829	20280	20731	21182	451
4	19219	19725	20231	20737	21243	21749	22255	22761	23267	23773	506
5	21501	22067	22633	23199	23765	24331	24897	25463	26029	26595	566
6	23967	24598	25229	25860	26491	27122	27753	28384	29015	29646	631
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
8	27940	28716	29492	30268	31044	31820	32596	33372	34148	34924	776
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857
10	35874	36818	37762	38706	39650	40594	41538	42482	43426	44370	944
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	42266	43509	44752	45995	47238	48481	49724	50967	52210	53453	1243

OCCUPATION(S): 0081 FIREFIGHTER

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	111	VENTURA	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 379

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	38537	39780	41023	42266	43509	44752	45995	47238	48481	49724	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
29	7460	077	SPRINGFIELD	MO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 380

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037
12	38537	39780	41023	42266	43509	44752	45995	47238	48481	49724	1243

OCCUPATION(S): 1550 COMP SCIENTIST

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0543	073	CAMP PENDLETON	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 381

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	26388	27164	27940	28716	29492	30268	31044	31820	32596	33372	776

OCCUPATION(S): 0081 FIREFIGHTER

AGENCY(S)/SUBELEMENTS: VA DEPT VETERANS AFFAIRS

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
25	0890	015	NORTHAMPTON	MA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 382

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037

OCCUPATION(S): 0436 PLANT QUARANTIN

AGENCY(S)/SUBELEMENTS: AG AGRICULTURE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0860	039	ELIZABETH	NJ
34	1430	017	HOBOKEN	NJ
36	0000	047	KINGS	NY
36	0000	081	QUEENS	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION ALSO RECEIVED A 4.1% INCREASE, EFF 01/91.

TABLE NUMBER: 383

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0007 CORRECT OFFICER

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	0280	089	ATLANTA	GA
13	0280	121	ATLANTA	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 384

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	48782	50260	51738	53216	54694	56172	57650	59128	60606	62084	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
22	1740	003	OAKDALE	LA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 385

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	38537	39780	41023	42266	43509	44752	45995	47238	48481	49724	1243
13	45826	47304	48782	50260	51738	53216	54694	56172	57650	59128	1478

OCCUPATION(S): 0180 PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
27	5960	109	ROCHESTER	MN

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 386

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	17574	18025	18476	18927	19378	19829	20280	20731	21182	21633	451
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566

OCCUPATION(S): 0661 PHARM TECH

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	041	MARIN	CA
06	0000	075	SAN FRANCISCO	CA
06	0000	081	SAN MATEO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 387

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
6	22705	23336	23967	24598	25229	25860	26491	27122	27753	28384	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701

OCCUPATION(S): 0986 LEGAL CLK/TECHN

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1950	083	LOMPOC	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 388

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	14390	14790	15190	15590	15990	16390	16790	17190	17590	17990	400
3	16221	16672	17123	17574	18025	18476	18927	19378	19829	20280	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S):

0019 SAFETY TECH
0086 SECURITY CK/AST
0134 INTELL AID/CLK
0203 PERS CLK & ASST
0204 MIL PER CLK/TCN
0303 MISC CLK & ASST
0304 INF RECEPTIONST
0305 MAIL & FILE CLK
0312 CLERK STENO
0318 SECRETARY
0322 CLERK TYPIST
0332 COMPUTER OPER
0335 COMPUTER CLERK
0344 MGMT CLK & ASST
0351 PRINTING CLK
0356 DATA TRANSCRIBE
0382 TELEPHONE OPER
0392 DATA COM EQP OP
0503 FINANCL CLK AST
0525 ACCOUNTING TECH
0530 CASH PROCESSING
0544 PAYROLL
0561 BUDGET CLK/ASST
0590 TIME & LEAVE
1089 EDITORIAL CLERK
1105 PURCHASER
1106 PROCMT CLK/ASST
1411 LIBRARY TECHN
1531 STATISTCL ASST
2005 SUPPLY CLK/TECH
2131 FREIGHT RATE
2134 SHIPMENT CLERK
XXXX (DATA TRANSCRI)
XXXX (STENOGRAPHY)
XXXX (TYPING)

AGENCY(S)/SUBELEMENTS:

AG AGRICULTURE DEPT
DD DEFENSE DEPT (EXCL MIL DEPTS)
HE HEALTH AND HUMAN SERVICES
IN INTERIOR DEPT
NV NAVY
TD TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	111	VENTURA	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 389

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
9	26574	27431	28288	29145	30002	30859	31716	32573	33430	34287	857

OCCUPATION(S): 0644 MED TECHNOLGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
27	5960	109	ROCHESTER	MN

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 391

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566

OCCUPATION(S): 0682 DENTAL HYGIENST

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
CQ	0000	000	NORTHERN MARIANA IS	
GQ	0000	000	GUAM	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 392

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857

OCCUPATION(S): 0610 NURSE CLINICAL

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2075	065	MARCH AF BASE	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 393

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 2150 VESL TRAF CONTR

AGENCY(S)/SUBELEMENTS: TD TRANSPORTATION DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	3290	075	SAN FRANCISCO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 394

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631

OCCUPATION(S): 0620 VOCATION NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	001	ALAMEDA	CA
06	0000	013	CONTRA COSTA	CA
06	0000	041	MARIN	CA
06	0000	075	SAN FRANCISCO	CA
06	0000	081	SAN MATEO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 395

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
12	45995	47238	48481	49724	50967	52210	53453	54696	55939	57182	1243
13	54694	56172	57650	59128	60606	62084	63562	65040	66518	67996	1478

OCCUPATION(S): 1811 CRIM INVESTIGAT
LIMITED TO POLYGRAPH POSITIONS ONLY (NAT DEFENSE INIT)

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2546	085	ONIZUKA AFB CA	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 396

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
12	45995	47238	48481	49724	50967	52210	53453	54696	55939	57182	1243
13	54694	56172	57650	59128	60606	62084	63562	65040	66518	67996	1478

OCCUPATION(S): 1811 CRIM INVESTIGAT
LIMITED TO POLYGRAPH POSITIONS ONLY (NAT DEFENSE INITATIVES)

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1150	037	EL SEGUNDO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 397

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	22425	23126	23827	24528	25229	25930	26631	27332	28033	28734	701
8	24060	24836	25612	26388	27164	27940	28716	29492	30268	31044	776

OCCUPATION(S): 0647 DIAG RAD TEC

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
21	1167	093	FORT KNOX	KY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 398

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857

OCCUPATION(S): 0669 MEDICAL REC LIB

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2075	065	MARCH AF BASE	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 399

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	26388	27164	27940	28716	29492	30268	31044	31820	32596	33372	776
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0647 DIAG RAD TEC

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	2195	215	FORT BENNING	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 400

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	15190	15590	15990	16390	16790	17190	17590	17990	18390	18790	400
3	16672	17123	17574	18025	18476	18927	19378	19829	20280	20731	451
4	17701	18207	18713	19219	19725	20231	20737	21243	21749	22255	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566

OCCUPATION(S): 0679 MEDICAL CLERK

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2075	065	MARCH AF BASE	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 401

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
8	27940	28716	29492	30268	31044	31820	32596	33372	34148	34924	776

OCCUPATION(S): 0642 NUC MED TECN

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
13	2195	215	FORT BENNING	GA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 402

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	37338	38375	39412	40449	41486	42523	43560	44597	45634	46671	1037
12	41023	42266	43509	44752	45995	47238	48481	49724	50967	52210	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: DD DEFENSE DEPT (EXCL MIL DEPTS) NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	005	BURLINGTON	NJ
34	0000	007	CAMDEN	NJ
34	0000	015	GLOUCESTER	NJ
42	0000	017	BUCKS	PA
42	0000	029	CHESTER	PA
42	0000	045	DELAWARE	PA
42	0000	091	MONTGOMERY	PA
42	0000	101	PHILADELPHIA	PA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 403

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857
10	31154	32098	33042	33986	34930	35874	36818	37762	38706	39650	944
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS:

AR ARMY
HE HEALTH AND HUMAN SERVICES
TD TRANSPORTATION DEPT
DD DEFENSE DEPT (EXCL MIL DEPTS)
NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
34	0000	013	ESSEX	NJ
34	0000	017	HUDSON	NJ
34	0000	027	MORRIS	NJ
34	0000	035	SOMERSET	NJ
36	4170	005	NEW YORK- BRONX	NY
36	4170	047	NEW YORK- KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK- QUEENS	NY
36	4170	085	NEW YORK- RICHMOND	NY

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 403

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 404

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	22425	23126	23827	24528	25229	25930	26631	27332	28033	28734	701
8	24836	25612	26388	27164	27940	28716	29492	30268	31044	31820	776

OCCUPATION(S): 0640 MAG RES IMG SCN

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
08	0110	001	AURORA	CO
08	0110	005	AURORA	CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 405

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	16221	16672	17123	17574	18025	18476	18927	19378	19829	20280	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18671	19237	19803	20369	20935	21501	22067	22633	23199	23765	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631
7	21724	22425	23126	23827	24528	25229	25930	26631	27332	28033	701

OCCUPATION(S): 0675 MED REC TEC

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
NV	NAVY	SH	US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
24	0575	003	FORT MEADE	MD

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 405

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0695	099	DAHLGREN	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 406

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	26388	27164	27940	28716	29492	30268	31044	31820	32596	33372	776
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857
10	31154	32098	33042	33986	34930	35874	36818	37762	38706	39650	944

OCCUPATION(S): 0646 HISTOPATH TEC
Histopathology Technician

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
NV	NAVY	SM	SMITHSONIAN INSTITUTION

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 406

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 407

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
10	30210	31154	32098	33042	33986	34930	35874	36818	37762	38706	944
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 0610 NURSE 0610 NURSE CLINICAL 0610 NURSE OPER RM 0610 NURSE PSYCHIAT

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
48	2437	027	FORT HOOD	TX

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 408

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20812	21443	22074	22705	23336	23967	24598	25229	25860	26491	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701

OCCUPATION(S): 0651 RESPIRATRY THER

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
08	0110	001	AURORA	CO
08	0110	005	AURORA	CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 409

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857

OCCUPATION(S): 0601 CYTOTECHNOLGST

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
48	3765	029	LACKLAND AFB	TX

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 410

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	48782	50260	51738	53216	54694	56172	57650	59128	60606	62084	1478

OCCUPATION(S): 0180 PSYCHOLOGIST
CLINICAL PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
21	0120	019	ASHLAND	KY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 411

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701

OCCUPATION(S): 0996 VETERANS CL EXA
VA CLAIMS EXAMINER

AGENCY(S)/SUBELEMENTS: VA DEPT VETERANS AFFAIRS

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY
36	4170	081	NEW YORK -QUEENS	NY
36	4170	085	NEW YORK -RICHMOND	NY

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 412

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
8	24836	25612	26388	27164	27940	28716	29492	30268	31044	31820	776

OCCUPATION(S): 0640 DIAG MED SONOGR

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
08	0110	001	AURORA	CO
08	0110	005	AURORA	CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 413

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	48782	50260	51738	53216	54694	56172	57650	59128	60606	62084	1478

OCCUPATION(S): 0180 PSYCHOLOGIST
CLINICAL PSYCHOLOGIST

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1950	083	LOMPOC	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 414

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037
12	38537	39780	41023	42266	43509	44752	45995	47238	48481	49724	1243

OCCUPATION(S):

0801 ENG GENERAL
0803 ENG SAFETY
0804 ENG FIRE PREVEN
0806 ENG MATERIALS
0807 LANDSCAPE ARCHT
0808 ARCHITECT
0810 ENG CIVIL
0819 ENG ENVIRONMENL
0830 ENG MECHANICAL
0858 ENG BIOMEDICAL
0861 ENG AEROSPACE
0871 NAVAL ARCHITECT
0890 ENG AGRICULTURE
0892 ENG CERAMICS
0893 ENG CHEMICAL
0894 ENG WELDING
0896 ENG INDUSTRIAL

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AF	AIR FORCE
LA	ARCHITECT OF THE CAPITOL	AR	ARMY
CM	COMMERCE DEPT	SK	CONSUMER PRODUCT SAFETY COMM
DD	DEFENSE DEPT (EXCL MIL DEPTS)	ST	DEPARTMENT OF STATE
VA	DEPT VETERANS AFFAIRS	DN	ENERGY DEPT
EP	ENVIRONMENTAL PROTECTION AGCY	EB	EXPORT-IMPORT BANK OF THE US
EM	FED EMERGENCY MANAGEMENT AGCY	GS	GENERAL SERVICES ADMIN
HE	HEALTH AND HUMAN SERVICES	HU	HOUSING & URBAN DEVELOPMENT
IN	INTERIOR DEPT	DJ	JUSTICE DEPT
DL	LABOR DEPARTMENT	NN	NAT AERONAUTICS & SPACE ADMIN
TB	NAT TRANSPORTATION SAFETY BD	NF	NATIONAL SCIENCE FOUNDATION
NV	NAVY	SB	SMALL BUSINESS ADMINISTRATION
SM	SMITHSONIAN INSTITUTION	TD	TRANSPORTATION DEPT
TR	TREASURY DEPT	JL	U. S. COURTS
IB	US INFORMATION AGENCY	SH	US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE CITY COUNTY LOCATION NAME	STATE
WORLDWIDE	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 EMPLOYEES WHO WORK WITHIN A LOCATION RECEIVING AN INTERIM GEOGRAPHIC ADJUSTMENT AND WHO RECEIVE A LOCAL SPECIAL RATE FOR AN OCCUPATION COVERED BY THIS TABLE ARE ENTITLED TO THE HIGHER OF THE APPLICABLE LOCAL SPECIAL RATE OR THE CORRESPONDING RATE ON THIS TABLE ADJUSTED BY THE 8% IGA.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 415

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	32573	33430	34287	35144	36001	36858	37715	38572	39429	40286	857
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 0881 PETROLEUM ENGR

AGENCY(S)/SUBELEMENTS:

AF AIR FORCE
DN ENERGY DEPT
EB EXPORT-IMPORT BANK OF THE US
DJ JUSTICE DEPT
TD TRANSPORTATION DEPT
AR ARMY
EP ENVIRONMENTAL PROTECTION AGCY
IN INTERIOR DEPT
TB NAT TRANSPORTATION SAFETY BD
TR TREASURY DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
			NATIONWIDE	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 416

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	21501	22067	22633	23199	23765	24331	24897	25463	26029	26595	566
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631

OCCUPATION(S): 0392 DATA COM EQP OP
POLICE DISPATCHERS

AGENCY(S)/SUBELEMENTS: IN10 NATIONAL PARK SERVICE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	3290	075	SAN FRANCISCO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 417

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 0880 MINING ENGR

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT
DN	ENERGY DEPT
IN	INTERIOR DEPT
TR	TREASURY DEPT
AR	ARMY
EB	EXPORT-IMPORT BANK OF THE US
DL	LABOR DEPARTMENT

GEOGRAPHIC LOCATIONS:

STATE CITY COUNTY LOCATION NAME	STATE
NATIONWIDE	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 418

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	17574	18025	18476	18927	19378	19829	20280	20731	21182	21633	451
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566

OCCUPATION(S): 0085 GUARD

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2079	095	MARE ISLAND(NAV SHIPYD)	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 419

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	45995	47238	48481	49724	50967	52210	53453	54696	55939	57182	1243
13	51738	53216	54694	56172	57650	59128	60606	62084	63562	65040	1478
14	59394	61141	62888	64635	66382	68129	69876	71623	73370	75117	1747
15	65753	67808	69863	71918	73973	76028	78083	80138	82193	84248	2055

OCCUPATION(S): 1224 PATENT EXM
COMPLEX BIOTECHNOLOGY (CBT)

AGENCY(S)/SUBELEMENTS: CM COMMERCE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	0100	013	ARLINGTON	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 420

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
13	56172	57650	59128	60606	62084	63562	65040	66518	67996	69474	1478
14	64635	66382	68129	69876	71623	73370	75117	76864	78611	80358	1747
15	69863	71918	73973	76028	78083	80138	82193	84248	86303	88358	2055

OCCUPATION(S): 0665 SPEECH PATHOLOG
LIMITED TO RESEARCH AUDIOLOGIST/RESEARCH SPEECH PATH. ONLY

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 420

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 422

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	36301	37338	38375	39412	40449	41486	42523	43560	44597	45634	1037
12	41023	42266	43509	44752	45995	47238	48481	49724	50967	52210	1243

OCCUPATION(S): 0840 ENG NUCLEAR 0850 ENG ELECTRICAL 0854 ENG COMPUTER 0855 ENG ELECTRONICS

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AF	AIR FORCE
LA	ARCHITECT OF THE CAPITOL	AR	ARMY
CM	COMMERCE DEPT	SK	CONSUMER PRODUCT SAFETY COMM
DD	DEFENSE DEPT (EXCL MIL DEPTS)	ST	DEPARTMENT OF STATE
VA	DEPT VETERANS AFFAIRS	DN	ENERGY DEPT
EP	ENVIRONMENTAL PROTECTION AGCY	EB	EXPORT-IMPORT BANK OF THE US
EM	FED EMERGENCY MANAGEMENT AGCY	GS	GENERAL SERVICES ADMIN
HE	HEALTH AND HUMAN SERVICES	IN	INTERIOR DEPT
DJ	JUSTICE DEPT	DL	LABOR DEPARTMENT
NN	NAT AERONAUTICS & SPACE ADMIN	TB	NAT TRANSPORTATION SAFETY BD
NV	NAVY	SM	SMITHSONIAN INSTITUTION
TD	TRANSPORTATION DEPT	TR	TREASURY DEPT
SH	US SOLDIERS & AIRMENS HOME		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
			WORLDWIDE	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 EMPLOYEES WHO WORK WITHIN A LOCATION RECEIVING AN INTERIM GEOGRAPHIC ADJUSTMENT AND WHO RECEIVE A LOCAL SPECIAL RATE FOR AN OCCUPATION COVERED BY THIS TABLE ARE ENTITLED TO THE HIGHER OF THE APPLICABLE LOCAL SPECIAL RATE OR THE CORRESPONDING RATE ON THIS TABLE ADJUSTED BY THE 8% IGA.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 423

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
10	33042	33986	34930	35874	36818	37762	38706	39650	40594	41538	944
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 0610 NURSE CLINICAL
CLINICAL/OCCUPATIONAL HEALTH NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
24	0015	025	ABERDEEN PROV GRND	MD

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 424

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	24528	25229	25930	26631	27332	28033	28734	29435	30136	30837	701
8	27164	27940	28716	29492	30268	31044	31820	32596	33372	34148	776
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
10	33042	33986	34930	35874	36818	37762	38706	39650	40594	41538	944
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 1311 PHYS SCI TECH
PRIMARY PURPOSE IS MEDICAL RELATED WORK (DOSIMETRY).

AGENCY(S)/SUBELEMENTS: AR ARMY HE38 NATIONAL INSTITUTES OF HEALTH
NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 424

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 425

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
10	33986	34930	35874	36818	37762	38706	39650	40594	41538	42482	944

OCCUPATION(S): 0601 CYTOTECHNOLGST

AGENCY(S)/SUBELEMENTS: AF AIR FORCE AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
08	0000	001	ADAMS	CO
08	0000	005	ARAPAHOE	CO
08	0000	041	EL PASO	CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 426

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
10	33042	33986	34930	35874	36818	37762	38706	39650	40594	41538	944
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 0601 CYTOTECHNOLGST

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	3883	095	TRAVIS AFB	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

TABLE NUMBER: 427

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776

OCCUPATION(S): 0651 RESPIRATRY THER

AGENCY(S)/SUBELEMENTS: DJ JUSTICE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
29	7460	077	SPRINGFIELD	MO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 428

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18713	19219	19725	20231	20737	21243	21749	22255	22761	23267	506
5	20369	20935	21501	22067	22633	23199	23765	24331	24897	25463	566
6	22074	22705	23336	23967	24598	25229	25860	26491	27122	27753	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701

OCCUPATION(S): 0681 DENTAL ASST

AGENCY(S)/SUBELEMENTS:

AF AIR FORCE — AR ARMY
DD DEFENSE DEPT (EXCL MIL DEPTS) — NV NAVY
SH US SOLDIERS & AIRMENS HOME

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: THIS AUTHORIZATION INCLUDES A 4.1% INCREASE EFF 01/91.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 457

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	40449	41486	42523	43560	44597	45634	46671	47708	48745	49782	1037
12	45995	47238	48481	49724	50967	52210	53453	54696	55939	57182	1243

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AR ARMY NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0010	001	ALAMEDA	CA
06	2480	001	OAKLAND	CA
06	3290	075	SAN FRANCISCO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 467

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	13439	13590	13990	14390	14790	15190	15590	15990	16390	16790	VARIES
3	15319	15770	16221	16672	17123	17574	18025	18476	18927	19378	451
4	16689	17195	17701	18207	18713	19219	19725	20231	20737	21243	506

OCCUPATION(S): 0621 NURSING ASST

AGENCY(S)/SUBELEMENTS: HE HEALTH AND HUMAN SERVICES

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
02	0000	000	ALASKA	AK

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

best copy available

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 468

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
1	11749	12114	12482	12697	13058	13422	13439	13776	14129	14482	VARIES
2	13090	13439	13590	13990	14390	14790	15190	15590	15990	16390	VARIES

OCCUPATION(S): 0622 MED SUPPLY AID

AGENCY(S)/SUBELEMENTS: HE37 INDIAN HEALTH SERVICE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
02	0000	000	ALASKA	AK

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 471

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	21501	22067	22633	23199	23765	24331	24897	25463	26029	26595	566
6	22705	23336	23967	24598	25229	25860	26491	27122	27753	28384	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	24836	25612	26388	27164	27940	28716	29492	30268	31044	31820	776

OCCUPATION(S): 0647 DIAG RAD TEC

AGENCY(S)/SUBELEMENTS: HE HEALTH AND HUMAN SERVICES

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
02	0000	000	ALASKA	AK

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 473

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
2	12679	13090	13439	13590	13990	14390	14790	15190	15590	15990	VARIES
3	15770	16221	16672	17123	17574	18025	18476	18927	19378	19829	451
4	17195	17701	18207	18713	19219	19725	20231	20737	21243	21749	506
5	18105	18671	19237	19803	20369	20935	21501	22067	22633	23199	566

OCCUPATION(S): 0681 DENTAL ASST

AGENCY(S)/SUBELEMENTS: HE37 INDIAN HEALTH SERVICE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
02	0000	000	ALASKA	AK

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 499

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
12	42266	43509	44752	45995	47238	48481	49724	50967	52210	53453	1243
13	53216	54694	56172	57650	59128	60606	62084	63562	65040	66518	1478
14	59394	61141	62888	64635	66382	68129	69876	71623	73370	75117	1747
15	65753	67808	69863	71918	73973	76028	78083	80138	82193	84248	2055

OCCUPATION(S): 0602 MED OFF OTHER

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT
AR	ARMY
VA	DEPT VETERANS AFFAIRS
EM	FED EMERGENCY MANAGEMENT AGCY
IN	INTERIOR DEPT
NN	NAT AERONAUTICS & SPACE ADMIN
NV	NAVY
TD	TRANSPORTATION DEPT
OM	US OFFICE OF PERSONNEL MGMT
AF	AIR FORCE
SK	CONSUMER PRODUCT SAFETY COMM
DN	ENERGY DEPT
HE	HEALTH AND HUMAN SERVICES
DL	LABOR DEPARTMENT
TB	NAT TRANSPORTATION SAFETY BD
SM	SMITHSONIAN INSTITUTION
AM	U.S. INTERN DEV COOPERATION AG

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
			WORLDWIDE	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 EXCLUDED ARE PHYSICIANS WHO HAVE RECEIVED NATIONAL HEALTH SERVICE CORPS SCHOLARSHIPS AND WHO ARE FULFILLING A SERVICE OBLIGATION THROUGH ASSIGNMENT TO NHSC OR THE DEPARTMENT OF JUSTICE.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 501

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
9	28288	29145	30002	30859	31716	32573	33430	34287	35144	36001	857
10	30210	31154	32098	33042	33986	34930	35874	36818	37762	38706	944
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
08	0110	001	AURORA	CO
08	0110	005	AURORA	CO

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
NURSE ANESTHETIST IS EXCLUDED FROM THIS AUTHORIZATION (SEE TABLE NUMBER 131).

TABLE NUMBER: 509

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
8	30268	31044	31820	32596	33372	34148	34924	35700	36476	37252	776

OCCUPATION(S): 0640 DIAG MED SONOGR

AGENCY(S)/SUBELEMENTS: AR ARMY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1335	053	FORT ORD	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 524

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
11	37338	38375	39412	40449	41486	42523	43560	44597	45634	46671	1037
12	44752	45995	47238	48481	49724	50967	52210	53453	54696	55939	1243
13	54694	56172	57650	59128	60606	62084	63562	65040	66518	67996	1478
14	61141	62888	64635	66382	68129	69876	71623	73370	75117	76864	1747
15	65753	67808	69863	71918	73973	76028	78083	80138	82193	84248	2055

OCCUPATION(S): 0602 MED OFF RESERCH

AGENCY(S)/SUBELEMENTS:

AG	AGRICULTURE DEPT	AF	AIR FORCE
AR	ARMY	EP	ENVIRONMENTAL PROTECTION AGCY
HE	HEALTH AND HUMAN SERVICES	IN	INTERIOR DEPT
NN	NAT AERONAUTICS & SPACE ADMIN	TB	NAT TRANSPORTATION SAFETY BD
NV	NAVY	TD	TRANSPORTATION DEPT
AM	U.S. INTERN DEV COOPERATION AG		

GEOGRAPHIC LOCATIONS:

STATE CITY COUNTY LOCATION NAME	STATE
WORLDWIDE	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91 EXCLUDED ARE PHYSICIANS WHO HAVE RECEIVED NATIONAL HEALTH SERVICE CORPS SCHOLARSHIPS AND WHO ARE FULFILLING A SERVICE OBLIGATION THROUGH ASSIGNMENT TO NHSC OR THE DEPARTMENT OF JUSTICE.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 525

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 0660 PHARMACIST

AGENCY(S)/SUBELEMENTS: AF AIR FORCE NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	1980	037	LOS ANGELES	CA
06	3210	071	SAN BERNARDINO	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 531

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	26631	27332	28033	28734	29435	30136	30837	31538	32239	32940	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
10	33042	33986	34930	35874	36818	37762	38706	39650	40594	41538	944
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 0610 NURSE

AGENCY(S)/SUBELEMENTS: HE37 INDIAN HEALTH SERVICE

GEOGRAPHIC LOCATIONS: STATE CITY COUNTY LOCATION NAME STATE
NATIONWIDE

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 536

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
3	16672	17123	17574	18025	18476	18927	19378	19829	20280	20731	451
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	19237	19803	20369	20935	21501	22067	22633	23199	23765	24331	566
6	20181	20812	21443	22074	22705	23336	23967	24598	25229	25860	631

OCCUPATION(S): 0620 PRACTICAL NURSE

AGENCY(S)/SUBELEMENTS: HE37 INDIAN HEALTH SERVICE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
02	0000	000	ALASKA	AK

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
EXCLUDES ANCHORAGE ALASKA.

TABLE NUMBER: 537

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857

OCCUPATION(S): 0649 MRT/LNG TECH

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
28	0230	047	BILOXI	MS

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 576

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857
11	33190	34227	35264	36301	37338	38375	39412	40449	41486	42523	1037

OCCUPATION(S): 1224 PATENT EXM(ENG)

AGENCY(S)/SUBELEMENTS: CM COMMERCE DEPT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 589

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
7	25930	26631	27332	28033	28734	29435	30136	30837	31538	32239	701
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 1321 METALLURGIST

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
CM	COMMERCE DEPT	IN	INTERIOR DEPT
TB	NAT TRANSPORTATION SAFETY BD	NV	NAVY
SM	SMITHSONIAN INSTITUTION		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
			NATIONWIDE	

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 590

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	24598	25229	25860	26491	27122	27753	28384	29015	29646	30277	631
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
8	30268	31044	31820	32596	33372	34148	34924	35700	36476	37252	776
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
10	33986	34930	35874	36818	37762	38706	39650	40594	41538	42482	944
11	35264	36301	37338	38375	39412	40449	41486	42523	43560	44597	1037

OCCUPATION(S): 1311 PHYS SCI TECH

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	2079	095	MARE ISLAND(NAV SHIPYD)	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 591

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701
8	27940	28716	29492	30268	31044	31820	32596	33372	34148	34924	776
9	30859	31716	32573	33430	34287	35144	36001	36858	37715	38572	857
10	32098	33042	33986	34930	35874	36818	37762	38706	39650	40594	944
11	32153	33190	34227	35264	36301	37338	38375	39412	40449	41486	1037

OCCUPATION(S): 1311 PHYS SCI TECH

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
15	8205	003	PEARL HARBOR	HI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 592

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	19725	20231	20737	21243	21749	22255	22761	23267	23773	24279	506
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
6	23336	23967	24598	25229	25860	26491	27122	27753	28384	29015	631
7	25229	25930	26631	27332	28033	28734	29435	30136	30837	31538	701
8	27164	27940	28716	29492	30268	31044	31820	32596	33372	34148	776
9	29145	30002	30859	31716	32573	33430	34287	35144	36001	36858	857

OCCUPATION(S): 1311 PHYS SCI TECH

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
33	0430	015	PORTSMOUTH	NH

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
THIS AUTHORIZATION IS LIMITED TO RADIATION MONITORING AND
CONTROL POSITIONS ONLY.

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 593

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
9	33430	34287	35144	36001	36858	37715	38572	39429	40286	41143	857
11	38375	39412	40449	41486	42523	43560	44597	45634	46671	47708	1037
12	42266	43509	44752	45995	47238	48481	49724	50967	52210	53453	1243
13	47304	48782	50260	51738	53216	54694	56172	57650	59128	60606	1478

OCCUPATION(S): 0800 ENGR (OPTICS) 1310 PHYSICIST OPTCS

AGENCY(S)/SUBELEMENTS: AF AIR FORCE

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
35	0455	001	KIRTLAND AFB	NM

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 697

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	30002	30859	31716	32573	33430	34287	35144	36001	36858	37715	857

OCCUPATION(S): 1550 COMP SCIENTIST

AGENCY(S)/SUBELEMENTS:

AF	AIR FORCE	AR	ARMY
CM	COMMERCE DEPT	DD	DEFENSE DEPT (EXCL MIL DEPTS)
HE	HEALTH AND HUMAN SERVICES	DJ	JUSTICE DEPT
NN	NAT AERONAUTICS & SPACE ADMIN	NV	NAVY
TR	TREASURY DEPT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
11	0000	001	DISTRICT OF COLUMBIA	DC
24	0000	009	CALVERT	MD
24	0000	017	CHARLES	MD
24	0000	021	FREDERICK	MD
24	0000	031	MONTGOMERY	MD
24	0000	033	PRINCE GEORGE'S	MD
24	0030	003	ANNAPOLIS	MD
24	1193	037	PATUXENT RIVER	MD
51	0000	013	ARLINGTON	VA
51	0000	059	FAIRFAX	VA
51	0000	107	LOUDOUN	VA
51	0000	153	PRINCE WILLIAM	VA

TABLE NUMBER: 697

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
51	0000	179	STAFFORD	VA
51	0040	510	ALEXANDRIA	VA
51	0695	099	DAHLGREN	VA
51	0900	600	FAIRFAX	VA
51	0930	610	FALLS CHURCH	VA
51	1549	685	MANASSAS PARK	VA
51	1550	683	MANASSAS	VA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 698

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	22067	22633	23199	23765	24331	24897	25463	26029	26595	27161	566
7	27332	28033	28734	29435	30136	30837	31538	32239	32940	33641	701
9	31716	32573	33430	34287	35144	36001	36858	37715	38572	39429	857
11	34227	35264	36301	37338	38375	39412	40449	41486	42523	43560	1037
12	39780	41023	42266	43509	44752	45995	47238	48481	49724	50967	1243

OCCUPATION(S): 1550 COMP SCIENTIST

AGENCY(S)/SUBELEMENTS: NV NAVY

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
09	0440	011	NEW LONDON	CT
44	0150	005	NEWPORT	RI

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 903

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
5	20935	21501	22067	22633	23199	23765	24331	24897	25463	26029	566
6	22705	23336	23967	24598	25229	25860	26491	27122	27753	28384	631
7	23827	24528	25229	25930	26631	27332	28033	28734	29435	30136	701

OCCUPATION(S): 0986 LEGAL CLK/TECHN

AGENCY(S)/SUBELEMENTS:

CM	COMMERCE DEPT	CT	COMMODITY FUTURES TRADING COMM
VA	DEPT VETERANS AFFAIRS	EE	EQUAL EMPLOYMENT OPPOR COMM
FT	FED TRADE COMMISSION	HE36	FOOD AND DRUG ADMINISTRATION
DJ	JUSTICE DEPT	DL	LABOR DEPARTMENT
TB	NAT TRANSPORTATION SAFETY BD	SE	SECURITIES & EXCHANGE COMM
TR	TREASURY DEPT	LT	UNITED STATES TAX COURT

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
06	0000	037	LOS ANGELES	CA

EFFECTIVE DATE: FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS: AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91

TABLE NUMBER: 904

SALARIES

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP INTERVAL
4	18207	18713	19219	19725	20231	20737	21243	21749	22255	22761	506
5	19803	20369	20935	21501	22067	22633	23199	23765	24331	24897	566
6	21443	22074	22705	23336	23967	24598	25229	25860	26491	27122	631
7	23126	23827	24528	25229	25930	26631	27332	28033	28734	29435	701
8	25612	26388	27164	27940	28716	29492	30268	31044	31820	32596	776
9	27431	28288	29145	30002	30859	31716	32573	33430	34287	35144	857
10	29266	30210	31154	32098	33042	33986	34930	35874	36818	37762	944

OCCUPATION(S): 0986 LEGAL CLK/TECHN

AGENCY(S)/SUBELEMENTS:

AR	ARMY	CT	COMMODITY FUTURES TRADING COMM
VA	DEPT VETERANS AFFAIRS	EE	EQUAL EMPLOYMENT OPPOR COMM
FT	FED TRADE COMMISSION	HU	HOUSING & URBAN DEVELOPMENT
DJ	JUSTICE DEPT	DL	LABOR DEPARTMENT
BD	MERIT SYSTEMS PROTECTION BD	SE	SECURITIES & EXCHANGE COMM
TR	TREASURY DEPT		

GEOGRAPHIC LOCATIONS:

STATE	CITY	COUNTY	LOCATION NAME	STATE
36	4170	005	NEW YORK -BRONX	NY
36	4170	047	NEW YORK-KINGS	NY
36	4170	061	NEW YORK NEW YORK	NY

CURRENT TITLE 5 SPECIAL RATE AUTHORIZATIONS
FOR GENERAL SCHEDULE EMPLOYEES

TABLE NUMBER: 904

```
GEOGRAPHIC LOCATIONS:   STATE CITY COUNTY LOCATION NAME                 STATE
                          36  4170   081  NEW YORK -QUEENS               NY
                          36  4170   085  NEW YORK -RICHMOND             NY

EFFECTIVE DATE:         FIRST DAY OF FIRST PAY PERIOD BEGINNING ON OR AFTER: 01/01/91

COMMENTS:               AUTHORIZATION INCREASED AS THE GEN SCHED INCREASED EFF 01/91
```

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0007	CORRECT OFFICER	126	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		127	36	4560	071	OTISVILLE NY
		128	06	1950	083	LOMPOC CA
		129	09	0170	001	DANBURY CT
			09	0280	003	HARTFORD CT
		130	06	0000	037	LOS ANGELES COUNTY CA
		242	17	1670	031	CHICAGO IL
			17	1670	043	CHICAGO IL
		243	06	3260	073	SAN DIEGO CA
		244	12	2010	025	MIAMI FL
		245	06	2840	001	PLEASANTON CA
		246	36	5092	031	RAY BROOK NY
		247	26	3250	115	MILAN MI
			26	3250	161	MILAN MI
		383	13	0280	089	ATLANTA GA
			13	0280	121	ATLANTA GA
0018	SAF OCC HLTH AD	251	00	0000	000	NATIONWIDE
0019	SAFETY TECH	388	06	0000	111	VENTURA COUNTY CA
0025	PARK RANGER	241	34	0000	013	ESSEX COUNTY NJ
			34	0000	025	MONMOUTH COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
			36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		257	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0120	025	BOSTON MA
			25	0170	017	CAMBRIDGE MA
		279	42	6540	101	PHILADELPHIA PA
		307	06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
		368	06	0000	037	LOS ANGELES COUNTY CA
			06	0000	111	VENTURA COUNTY CA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0029	ENV PROTECT ASS	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
0072	FINGERPRINT ID	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		116	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		159	02	1130	110	JUNEAU AK
0080	SECURITY ADM	109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0080	SECURITY ADM	109	23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
0081	FIREFIGHTER	011	02	0462	290	CLEAR A.F.B. AK
		309	25	0000	001	BARNSTABLE COUNTY MA
			25	0000	005	BRISTOL COUNTY MA
			25	0000	009	ESSEX COUNTY MA
			25	0000	013	HAMPDEN COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		330	34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
		373	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0081	FIREFIGHTER	378	06	0000	111	VENTURA COUNTY CA
		381	25	0890	015	NORTHAMPTON MA
0082	DEP US MARSHAL	059	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		060	09	0010	009	ANSONIA CT
			09	0038	009	BEACON FALLS CT
			09	0050	001	BETHEL CT
			09	0080	001	BRIDGEPORT CT
			09	0083	005	BRIDGEWATER CT
			09	0098	001	BROOKFIELD CT
			09	0170	001	DANBURY CT
			09	0185	001	DARIEN CT
			09	0200	009	DERBY CT
			09	0227	001	EASTON CT
			09	0235	001	FAIRFIELD CT
			09	0256	001	GREENWICH CT
			09	0385	009	MILFORD CT
			09	0387	001	MONROE CT
			09	0425	001	NEW CANAAN CT
			09	0426	001	NEW FAIRFIELD CT
			09	0432	005	NEW MILFORD CT
			09	0442	001	NEWTOWN CT
			09	0512	001	NORWALK CT
			09	0541	009	OXFORD CT
			09	0625	001	REDDING CT
			09	0632	001	RIDGEFIELD CT
			09	0642	009	SEYMOUR CT
			09	0652	001	SHELTON CT
			09	0655	001	SHERMAN CT
			09	0702	001	STAMFORD CT
			09	0705	001	STRATFORD CT

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0082	DEP US MARSHAL	060	09	0765	001	TRUMBULL CT
			09	0832	001	WESTON CT
			09	0835	001	WESTPORT CT
			09	0841	001	WILTON CT
			34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	019	HUNTERDON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	025	MONMOUTH COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	029	OCEAN COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	037	SUSSEX COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	005	BRONX COUNTY NY
			36	0000	047	KINGS COUNTY NY
			36	0000	059	NASSAU COUNTY NY
			36	0000	061	NEW YORK COUNTY NY
			36	0000	071	ORANGE COUNTY NY
			36	0000	079	PUTNAM COUNTY NY
			36	0000	081	QUEENS COUNTY NY
			36	0000	085	RICHMOND COUNTY NY
			36	0000	087	ROCKLAND COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
			36	0000	119	WESTCHESTER COUNTY NY
		061	06	0000	037	LOS ANGELES COUNTY CA
			06	0000	059	ORANGE COUNTY CA
			06	0000	065	RIVERSIDE COUNTY CA
			06	0000	071	SAN BERNARDINO COUNTY CA
			06	0000	111	VENTURA COUNTY CA
		062	12	0000	011	BROWARD COUNTY FL
			12	0000	025	DADE COUNTY FL
0083	POLICE OFFICER	002	06	1335	053	FORT ORD CA
			06	2905	075	PRESIDIO U S ARMY CA
		006	23	4250	031	KITTERY ME
			33	0430	015	PORTSMOUTH NH
		022	06	0675	029	CHINA LAKE CA
		026	32	0021	003	BOULDER CITY NV
		043	25	0000	001	BARNSTABLE COUNTY MA
		050	34	1065	025	FT MONMOUTH NJ
			34	1580	029	LAKEHURST NJ
		051	34	0190	017	BAYONNE NJ
		055	06	1970	037	LONG BEACH CA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0083	POLICE OFFICER	065	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		106	00	0000	000	NATIONWIDE
		108	06	2079	095	MARE ISLAND(NAV SHIPYD) CA
		146	24	1193	037	PATUXENT RIVER MD
			51	0695	099	DAHLGREN VA
		149	24	0030	003	ANNAPOLIS MD
		169	32	0115	003	INDIAN SPRINGS NV
		174	42	0000	091	MONTGOMERY COUNTY PA
			42	6540	101	PHILADELPHIA PA
		175	06	3290	075	SAN FRANCISCO CA
		176	36	6627	071	WEST POINT NY
		181	25	0120	025	BOSTON MA
		182	36	0000	005	BRONX COUNTY NY
			36	0000	047	KINGS COUNTY NY
			36	0000	061	NEW YORK COUNTY NY
			36	0000	079	PUTNAM COUNTY NY
			36	0000	081	QUEENS COUNTY NY
			36	0000	085	RICHMOND COUNTY NY
			36	0000	087	ROCKLAND COUNTY NY
			36	0000	119	WESTCHESTER COUNTY NY
		183	17	1670	043	CHICAGO IL
		185	09	0260	011	GROTON CT
		219	26	0000	087	LAPEER COUNTY MI
			26	0000	093	LIVINGSTON COUNTY MI
			26	0000	099	MACOMB COUNTY MI
			26	0000	115	MONROE COUNTY MI
			26	0000	125	OAKLAND COUNTY MI
			26	0000	147	ST CLAIR COUNTY MI
			26	0000	163	WAYNE COUNTY MI
		231	06	0000	037	LOS ANGELES COUNTY CA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0083	POLICE OFFICER	231	06	0080	059	ANAHEIM CA
			06	3420	059	SANTA ANA CA
		232	39	1680	035	CLEVELAND OH
		345	42	1230	055	CHAMBERSBURG PA
0085	GUARD	066	42	8845	017	WARMINSTER PA
		107	06	0010	001	ALAMEDA CA
			06	2480	001	OAKLAND CA
		121	25	1270	013	SPRINGFIELD MA
			25	1445	013	WESTOVER AFB MA
		170	24	0000	003	ANNE ARUNDEL COUNTY MD
			24	0000	005	BALTIMORE COUNTY MD
			24	0050	510	BALTIMORE MD
		171	34	2585	027	PICATINNY NJ
		174	42	0000	091	MONTGOMERY COUNTY PA
			42	6540	101	PHILADELPHIA PA
		186	09	0260	011	GROTON CT
		191	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0695	099	DAHLGREN VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
			51	2518	061	VINT HILL FARMS MIL INS VA
		205	23	4250	031	KITTERY ME
			33	0430	015	PORTSMOUTH NH
		216	42	0000	041	CUMBERLAND COUNTY PA
			42	0000	133	YORK COUNTY PA
		228	25	0845	017	NATICK MA
			25	1375	017	WATERTOWN MA
		254	17	1670	031	CHICAGO IL
			17	1670	043	CHICAGO IL
		344	42	1230	055	CHAMBERSBURG PA
		356	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0085	GUARD	356	36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		418	06	2079	095	MARE ISLAND(NAV SHIPYD) CA
0086	SECURITY CK/AST	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		388	06	0000	111	VENTURA COUNTY CA
0119	ECONOMICS ASST	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
0134	INTELL AID/CLK	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
		255	34	0000	025	MONMOUTH COUNTY NJ
		388	06	0000	111	VENTURA COUNTY CA
0180	PSYCHOLOGIST	286	48	6850	037	TEXARKANA TX

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0180	PSYCHOLOGIST	287	42	4600	021	LORETTO PA
		288	36	5092	031	RAY BROOK NY
		289	46	3070	135	YANKTON SD
		291	06	0415	029	BORON CA
		292	40	1540	017	EL RENO OK
		293	09	0170	001	DANBURY CT
		294	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		296	20	3020	103	LEAVENWORTH KS
		297	06	0000	037	LOS ANGELES COUNTY CA
		298	36	4560	071	OTISVILLE NY
		299	54	1840	061	MORGANTOWN WV
		300	13	0280	089	ATLANTA GA
			13	0280	121	ATLANTA GA
		301	04	0370	013	PHOENIX AZ
		318	48	3765	029	LACKLAND AFB TX
		384	22	1740	003	OAKDALE LA
		385	27	5960	109	ROCHESTER MN
		410	21	0120	019	ASHLAND KY
		413	06	1950	083	LOMPOC CA
0189	LIFEGUARD	111	34	0000	025	MONMOUTH COUNTY NJ
			36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
0193	ARCHEOLOGIST	337	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	037	SUSSEX COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	005	BRONX COUNTY NY
			36	0000	047	KINGS COUNTY NY
			36	0000	059	NASSAU COUNTY NY
			36	0000	061	NEW YORK COUNTY NY
			36	0000	079	PUTNAM COUNTY NY
			36	0000	081	QUEENS COUNTY NY
			36	0000	085	RICHMOND COUNTY NY
			36	0000	087	ROCKLAND COUNTY NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0193	ARCHEOLOGIST	337	36	0000	103	SUFFOLK COUNTY NY
			36	0000	119	WESTCHESTER COUNTY NY
0203	PERS CLK & ASST	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		168	02	0270	050	BETHEL AK

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0203	PERS CLK & ASST	255	34	0000	025	MONMOUTH COUNTY NJ
		388	06	0000	111	VENTURA COUNTY CA
0204	MIL PER CLK/TCN	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		255	34	0000	025	MONMOUTH COUNTY NJ

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0204	MIL PER CLK/TCN	388	06	0000	111	VENTURA COUNTY CA
0301	AIR COMMANDER	251	00	0000	000	NATIONWIDE
0302	MESSENGER	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
0303	MISC CLK & ASST	012	36	4170	005	NEW YORK -BRONX NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0303	MISC CLK & ASST	012	36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		033	33	0350	011	NASHUA NH
		034	25	1030	003	PITTSFIELD MA
			36	5550	093	SCHENECTADY NY
			36	6623	091	WEST MILTON NY
		035	23	0350	023	BATH ME
		036	36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0303	MISC CLK & ASST	109	33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		141	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
			36	0000	119	WESTCHESTER COUNTY NY
			36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		159	02	1130	110	JUNEAU AK
		167	02	0237	185	BARROW AK
		168	02	0270	050	BETHEL AK
		310	25	0000	005	BRISTOL COUNTY MA
			25	0000	013	HAMPDEN COUNTY MA
			25	0000	015	HAMPSHIRE COUNTY MA
			33	0000	011	HILLSBOROUGH COUNTY NH
			33	0000	013	MERRIMACK COUNTY NH
			33	0000	015	ROCKINGHAM COUNTY NH
			33	0000	017	STRAFFORD COUNTY NH
			44	0000	001	BRISTOL COUNTY RI
			44	0000	003	KENT COUNTY RI
			44	0000	005	NEWPORT COUNTY RI
			44	0000	007	PROVIDENCE COUNTY RI
			44	0000	009	WASHINGTON COUNTY RI
		311	06	0000	037	LOS ANGELES COUNTY CA
		312	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0303	MISC CLK & ASST	312	51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		349	35	0000	028	LOS ALAMOS COUNTY NM
		388	06	0000	111	VENTURA COUNTY CA
0304	INF RECEPTIONST	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0304	INF RECEPTIONST	109	33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		388	06	0000	111	VENTURA COUNTY CA
0305	MAIL & FILE CLK	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0305	MAIL & FILE CLK	159	02	1130	110	JUNEAU AK
		255	34	0000	025	MONMOUTH COUNTY NJ
		349	35	0000	028	LOS ALAMOS COUNTY NM
		388	06	0000	111	VENTURA COUNTY CA
0309	CORRESP CLERK	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
0312	CLERK STENO	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		024	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	055	NAPA COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
			06	0000	085	SANTA CLARA COUNTY CA
			06	0000	095	SOLANO COUNTY CA
			06	3651	097	SKAGGS ISLAND CA
		029	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0312	CLERK STENO	029	51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0695	099	DAHLGREN VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
			51	2518	061	VINT HILL FARMS MIL INS VA
		033	33	0350	011	NASHUA NH
		034	25	1030	003	PITTSFIELD MA
			36	5550	093	SCHENECTADY NY
			36	6623	091	WEST MILTON NY
		036	36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
		037	09	0000	000	CONNECTICUT
		047	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		057	48	0000	085	COLLIN COUNTY TX
			48	0000	113	DALLAS COUNTY TX
			48	0000	121	DENTON COUNTY TX
			48	0000	139	ELLIS COUNTY TX
			48	0000	251	JOHNSON COUNTY TX
			48	0000	257	KAUFMAN COUNTY TX
			48	0000	367	PARKER COUNTY TX
			48	0000	397	ROCKWALL COUNTY TX
			48	0000	439	TARRANT COUNTY TX
		070	06	0000	037	LOS ANGELES COUNTY CA
		071	06	0000	059	ORANGE COUNTY CA
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0312	CLERK STENO	109	33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		113	12	2010	025	MIAMI FL
		119	17	0000	031	COOK COUNTY IL
			17	0000	043	DU PAGE COUNTY IL
			17	0000	097	LAKE COUNTY IL
		125	27	0000	003	ANOKA COUNTY MN
			27	0000	019	CARVER COUNTY MN
			27	0000	037	DAKOTA COUNTY MN
			27	0000	053	HENNEPIN COUNTY MN
			27	0000	123	RAMSEY COUNTY MN
			27	0000	139	SCOTT COUNTY MN
			27	0000	163	WASHINGTON COUNTY MN
		132	36	4505	103	ORIENT POINT NY
		154	34	0000	021	MERCER COUNTY NJ
		159	02	1130	110	JUNEAU AK
		187	36	0000	119	WESTCHESTER COUNTY NY
		190	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
			36	6670	119	WHITE PLAINS NY
		255	34	0000	025	MONMOUTH COUNTY NJ
		282	24	0033	003	ANNAPOLIS JUNC MD
			24	0033	027	ANNAPOLIS JUNC MD

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0312	CLERK STENO	282	24	0575	003	FORT MEADE MD
		284	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		348	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		348	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		388	06	0000	111	VENTURA COUNTY CA
0313	WK UNIT SUPERV	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		159	02	1130	110	JUNEAU AK
0318	SECRETARY	010	06	0895	085	COYOTE CA
			06	2140	081	MENLO PARK CA
			06	2205	085	MOFFETT FIELD CA
			06	2280	085	MORGAN HILL CA
			06	2311	085	MOUNTAIN VIEW CA
			06	2660	085	PALO ALTO CA
			06	2980	081	REDWOOD CITY CA
			06	3340	085	SAN JOSE CA
			06	3440	085	SANTA CLARA CA
			06	3790	085	SUNNYVALE CA
			06	3993	001	UNION CITY CA
		012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0318	SECRETARY	023	25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		024	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	055	NAPA COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
			06	0000	085	SANTA CLARA COUNTY CA
			06	0000	095	SOLANO COUNTY CA
			06	3651	097	SKAGGS ISLAND CA
		033	33	0350	011	NASHUA NH
		034	25	1030	003	PITTSFIELD MA
			36	5550	093	SCHENECTADY NY
			36	6623	091	WEST MILTON NY
		036	36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
		037	09	0000	000	CONNECTICUT
		047	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		057	48	0000	085	COLLIN COUNTY TX
			48	0000	113	DALLAS COUNTY TX
			48	0000	121	DENTON COUNTY TX
			48	0000	139	ELLIS COUNTY TX
			48	0000	251	JOHNSON COUNTY TX
			48	0000	257	KAUFMAN COUNTY TX
			48	0000	367	PARKER COUNTY TX
			48	0000	397	ROCKWALL COUNTY TX
			48	0000	439	TARRANT COUNTY TX
		070	06	0000	037	LOS ANGELES COUNTY CA
		071	06	0000	059	ORANGE COUNTY CA
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0318	SECRETARY	109	23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		113	12	2010	025	MIAMI FL
		119	17	0000	031	COOK COUNTY IL
			17	0000	043	DU PAGE COUNTY IL
			17	0000	097	LAKE COUNTY IL
		125	27	0000	003	ANOKA COUNTY MN
			27	0000	019	CARVER COUNTY MN
			27	0000	037	DAKOTA COUNTY MN
			27	0000	053	HENNEPIN COUNTY MN
			27	0000	123	RAMSEY COUNTY MN
			27	0000	139	SCOTT COUNTY MN
			27	0000	163	WASHINGTON COUNTY MN
		132	36	4505	103	ORIENT POINT NY
		154	34	0000	021	MERCER COUNTY NJ
		159	02	1130	110	JUNEAU AK
		167	02	0237	185	BARROW AK
		168	02	0270	050	BETHEL AK
		255	34	0000	025	MONMOUTH COUNTY NJ
		284	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0318	SECRETARY	284	34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		349	35	0000	028	LOS ALAMOS COUNTY NM
		388	06	0000	111	VENTURA COUNTY CA
0319	CLOSED MICR RPT	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
0322	CLERK TYPIST	010	06	0895	085	COYOTE CA
			06	2140	081	MENLO PARK CA
			06	2205	085	MOFFETT FIELD CA
			06	2280	085	MORGAN HILL CA
			06	2311	085	MOUNTAIN VIEW CA
			06	2660	085	PALO ALTO CA
			06	2980	081	REDWOOD CITY CA
			06	3340	085	SAN JOSE CA
			06	3440	085	SANTA CLARA CA
			06	3790	085	SUNNYVALE CA
			06	3993	001	UNION CITY CA
		012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		024	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0322	CLERK TYPIST	024	06	0000	055	NAPA COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
			06	0000	085	SANTA CLARA COUNTY CA
			06	0000	095	SOLANO COUNTY CA
			06	3651	097	SKAGGS ISLAND CA
		029	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0695	099	DAHLGREN VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
			51	2518	061	VINT HILL FARMS MIL INS VA
		033	33	0350	011	NASHUA NH
		034	25	1030	003	PITTSFIELD MA
			36	5550	093	SCHENECTADY NY
			36	6623	091	WEST MILTON NY
		035	23	0350	023	BATH ME
		036	36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
		037	09	0000	000	CONNECTICUT
		047	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		057	48	0000	085	COLLIN COUNTY TX
			48	0000	113	DALLAS COUNTY TX
			48	0000	121	DENTON COUNTY TX
			48	0000	139	ELLIS COUNTY TX

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0322	CLERK TYPIST	057	48	0000	251	JOHNSON COUNTY TX
			48	0000	257	KAUFMAN COUNTY TX
			48	0000	367	PARKER COUNTY TX
			48	0000	397	ROCKWALL COUNTY TX
			48	0000	439	TARRANT COUNTY TX
		070	06	0000	037	LOS ANGELES COUNTY CA
		071	06	0000	059	ORANGE COUNTY CA
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		113	12	2010	025	MIAMI FL
		117	06	2090	013	MARTINEZ CA
		119	17	0000	031	COOK COUNTY IL
			17	0000	043	DU PAGE COUNTY IL
			17	0000	097	LAKE COUNTY IL
		125	27	0000	003	ANOKA COUNTY MN
			27	0000	019	CARVER COUNTY MN
			27	0000	037	DAKOTA COUNTY MN
			27	0000	053	HENNEPIN COUNTY MN

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0322	CLERK TYPIST	125	27	0000	123	RAMSEY COUNTY MN
			27	0000	139	SCOTT COUNTY MN
			27	0000	163	WASHINGTON COUNTY MN
		132	36	4505	103	ORIENT POINT NY
		154	34	0000	021	MERCER COUNTY NJ
		159	02	1130	110	JUNEAU AK
		163	53	1960	033	SEATTLE WA
		167	02	0237	185	BARROW AK
		168	02	0270	050	BETHEL AK
		178	41	1650	005	PORTLAND OR
			41	1650	051	PORTLAND OR
			41	1650	067	PORTLAND OR
			53	2370	011	VANCOUVER WA
		187	36	0000	119	WESTCHESTER COUNTY NY
		255	34	0000	025	MONMOUTH COUNTY NJ
		282	24	0033	003	ANNAPOLIS JUNC MD
			24	0033	027	ANNAPOLIS JUNC MD
			24	0575	003	FORT MEADE MD
		284	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		348	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		349	35	0000	028	LOS ALAMOS COUNTY NM
		370	06	1370	019	FRESNO CA
		388	06	0000	111	VENTURA COUNTY CA
0332	COMPUTER OPER	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		017	48	0000	085	COLLIN COUNTY TX
			48	0000	113	DALLAS COUNTY TX
			48	0000	121	DENTON COUNTY TX
			48	0000	139	ELLIS COUNTY TX
			48	0000	251	JOHNSON COUNTY TX

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0332	COMPUTER OPER	017	48	0000	257	KAUFMAN COUNTY TX
			48	0000	367	PARKER COUNTY TX
			48	0000	397	ROCKWALL COUNTY TX
			48	0000	439	TARRANT COUNTY TX
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		388	06	0000	111	VENTURA COUNTY CA
0334	COMPUTER SPEC	052	17	1670	031	CHICAGO IL
			17	1670	043	CHICAGO IL
		063	34	0090	001	ATLANTIC CITY NJ

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0335	COMPUTER CLERK	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		036	36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		388	06	0000	111	VENTURA COUNTY CA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0340	PROG MGMT SPEC	251	00	0000	000	NATIONWIDE
0344	MGMT CLK & ASST	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		036	36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0344	MGMT CLK & ASST	255	34	0000	025	MONMOUTH COUNTY NJ
		388	06	0000	111	VENTURA COUNTY CA
0350	EQUIPMENT OPER	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
0351	PRINTING CLK	012	36	4170	005	NEW YORK -BRONX NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0351	PRINTING CLK	012	36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
		388	06	0000	111	VENTURA COUNTY CA
0354	BKP MACH OPER	159	02	1130	110	JUNEAU AK
0355	CALC MACH OPER	159	02	1130	110	JUNEAU AK
0356	DATA TRANSCRIBE	010	06	0895	085	COYOTE CA
			06	2140	081	MENLO PARK CA
			06	2205	085	MOFFETT FIELD CA
			06	2280	085	MORGAN HILL CA
			06	2311	085	MOUNTAIN VIEW CA
			06	2660	085	PALO ALTO CA
			06	2980	081	REDWOOD CITY CA
			06	3340	085	SAN JOSE CA
			06	3440	085	SANTA CLARA CA
			06	3790	085	SUNNYVALE CA
			06	3993	001	UNION CITY CA
		012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		024	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	055	NAPA COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
			06	0000	085	SANTA CLARA COUNTY CA
			06	0000	095	SOLANO COUNTY CA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0356	DATA TRANSCRIBE	024	06	3651	097	SKAGGS ISLAND CA
		029	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0695	099	DAHLGREN VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
			51	2518	061	VINT HILL FARMS MIL INS VA
		037	09	0000	000	CONNECTICUT
		047	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		053	36	2758	103	HOLTSVILLE NY
			36	5210	103	RIVERHEAD NY
			36	6812	103	YAPHANK NY
		070	06	0000	037	LOS ANGELES COUNTY CA
		071	06	0000	059	ORANGE COUNTY CA
		072	13	0000	063	CLAYTON COUNTY GA
			13	0000	067	COBB COUNTY GA
			13	0000	089	DE KALB COUNTY GA
			13	0000	097	DOUGLAS COUNTY GA
			13	0000	121	FULTON COUNTY GA
			13	0000	135	GWINNETT COUNTY GA
			13	0000	247	ROCKDALE COUNTY GA
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0356	DATA TRANSCRIBE	109	23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		113	12	2010	025	MIAMI FL
		119	17	0000	031	COOK COUNTY IL
			17	0000	043	DU PAGE COUNTY IL
			17	0000	097	LAKE COUNTY IL
		125	27	0000	003	ANOKA COUNTY MN
			27	0000	019	CARVER COUNTY MN
			27	0000	037	DAKOTA COUNTY MN
			27	0000	053	HENNEPIN COUNTY MN
			27	0000	123	RAMSEY COUNTY MN
			27	0000	139	SCOTT COUNTY MN
			27	0000	163	WASHINGTON COUNTY MN
		154	34	0000	021	MERCER COUNTY NJ
		159	02	1130	110	JUNEAU AK
		187	36	0000	119	WESTCHESTER COUNTY NY
		282	24	0033	003	ANNAPOLIS JUNC MD
			24	0033	027	ANNAPOLIS JUNC MD
			24	0575	003	FORT MEADE MD
		284	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0356	DATA TRANSCRIBE	284	34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		348	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		388	06	0000	111	VENTURA COUNTY CA
0357	CODER	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
0359	EL ACCT MACH OP	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0359	EL ACCT MACH OP	109	33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
0361	EQUAL OPP ASST	109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0361	EQUAL OPP ASST	109	33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		255	34	0000	025	MONMOUTH COUNTY NJ
0382	TELEPHONE OPER	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0382	TELEPHONE OPER	109	33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		168	02	0270	050	BETHEL AK
		388	06	0000	111	VENTURA COUNTY CA
0385	TELETYPIST	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
0388	CRYPT EQUIP OPE	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
0390	COMM RELAY OPRT	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
0392	DATA COM EQP OP	012	36	4170	005	NEW YORK -BRONX NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0392	DATA COM EQP OP	012	36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		036	36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		388	06	0000	111	VENTURA COUNTY CA
		416	06	3290	075	SAN FRANCISCO CA
0394	COMMUNIC CLK	012	36	4170	005	NEW YORK -BRONX NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0394	COMMUNIC CLK	012	36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		255	34	0000	025	MONMOUTH COUNTY NJ
0436	PLANT QUARANTIN	382	34	0860	039	ELIZABETH NJ
			34	1430	017	HOBOKEN NJ
			36	0000	047	KINGS COUNTY NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0436	PLANT QUARANTIN	382	36	0000	081	QUEENS COUNTY NY
0457	SOIL CONSERVAT	222	09	0000	000	CONNECTICUT
			24	0000	031	MONTGOMERY COUNTY MD
			25	0000	000	MASSACHUSSETTS
			33	0000	011	HILLSBOROUGH COUNTY NH
			33	0000	015	ROCKINGHAM COUNTY NH
			33	0000	017	STRAFFORD COUNTY NH
			34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	019	HUNTERDON COUNTY NJ
			34	0000	021	MERCER COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	025	MONMOUTH COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	037	SUSSEX COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			34	0000	041	WARREN COUNTY NJ
			36	0000	059	NASSAU COUNTY NY
			36	0000	087	ROCKLAND COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
			36	0000	119	WESTCHESTER COUNTY NY
			44	0000	000	RHODE ISLAND
0462	FORESTRY TECH	256	06	0000	037	LOS ANGELES COUNTY CA
			06	0000	053	MONTEREY COUNTY CA
			06	0000	059	ORANGE COUNTY CA
			06	0000	065	RIVERSIDE COUNTY CA
			06	0000	071	SAN BERNARDINO COUNTY CA
			06	0000	073	SAN DIEGO COUNTY CA
			06	0000	079	SAN LUIS OBISPO COUNTY CA
			06	0000	083	SANTA BARBARA COUNTY CA
			06	0000	111	VENTURA COUNTY CA
0470	SOIL SCIENTIST	222	09	0000	000	CONNECTICUT
			24	0000	031	MONTGOMERY COUNTY MD
			25	0000	000	MASSACHUSSETTS
			33	0000	011	HILLSBOROUGH COUNTY NH
			33	0000	015	ROCKINGHAM COUNTY NH
			33	0000	017	STRAFFORD COUNTY NH
			34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	019	HUNTERDON COUNTY NJ
			34	0000	021	MERCER COUNTY NJ

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0470	SOIL SCIENTIST	222	34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	025	MONMOUTH COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	037	SUSSEX COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			34	0000	041	WARREN COUNTY NJ
			36	0000	059	NASSAU COUNTY NY
			36	0000	087	ROCKLAND COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
			36	0000	119	WESTCHESTER COUNTY NY
			44	0000	000	RHODE ISLAND
0503	FINANCL CLK AST	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0503	FINANCL CLK AST	109	33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		255	34	0000	025	MONMOUTH COUNTY NJ
		388	06	0000	111	VENTURA COUNTY CA
0510	ACCOUNTANT	157	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
			33	0000	011	HILLSBOROUGH COUNTY NH
		158	09	0000	000	CONNECTICUT
		160	36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
			36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		161	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		162	34	0000	005	BURLINGTON COUNTY NJ
			34	0000	007	CAMDEN COUNTY NJ
			42	0000	029	CHESTER COUNTY PA
			42	0000	045	DELAWARE COUNTY PA
			42	0000	091	MONTGOMERY COUNTY PA
			42	6540	101	PHILADELPHIA PA
		164	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0510	ACCOUNTANT	164	24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		165	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
			06	0000	085	SANTA CLARA COUNTY CA
			06	0000	095	SOLANO COUNTY CA
		166	06	0000	037	LOS ANGELES COUNTY CA
			06	0000	059	ORANGE COUNTY CA
			06	0000	065	RIVERSIDE COUNTY CA
			06	0000	071	SAN BERNARDINO COUNTY CA
			06	0000	083	SANTA BARBARA COUNTY CA
			06	0000	111	VENTURA COUNTY CA
		263	17	0000	031	COOK COUNTY IL
			17	0000	043	DU PAGE COUNTY IL
			17	0000	097	LAKE COUNTY IL
0511	AUDITOR	157	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
			33	0000	011	HILLSBOROUGH COUNTY NH
		158	09	0000	000	CONNECTICUT
		160	36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
			36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		161	34	0000	003	BERGEN COUNTY NJ

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0511	AUDITOR	161	34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		162	34	0000	005	BURLINGTON COUNTY NJ
			34	0000	007	CAMDEN COUNTY NJ
			42	0000	029	CHESTER COUNTY PA
			42	0000	045	DELAWARE COUNTY PA
			42	0000	091	MONTGOMERY COUNTY PA
			42	6540	101	PHILADELPHIA PA
		164	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		165	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
			06	0000	085	SANTA CLARA COUNTY CA
			06	0000	095	SOLANO COUNTY CA
		166	06	0000	037	LOS ANGELES COUNTY CA
			06	0000	059	ORANGE COUNTY CA
			06	0000	065	RIVERSIDE COUNTY CA
			06	0000	071	SAN BERNARDINO COUNTY CA
			06	0000	083	SANTA BARBARA COUNTY CA
			06	0000	111	VENTURA COUNTY CA
		263	17	0000	031	COOK COUNTY IL
			17	0000	043	DU PAGE COUNTY IL

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0511	AUDITOR	263	17	0000	097	LAKE COUNTY IL
0512	INTERNAL REV AG	110	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
0525	ACCOUNTING TECH	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	03[illegible]1	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0525	ACCOUNTING TECH	109	33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		168	02	0270	050	BETHEL AK
		255	34	0000	025	MONMOUTH COUNTY NJ
		388	06	0000	111	VENTURA COUNTY CA
0530	CASH PROCESSING	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0530	CASH PROCESSING	109	33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		388	06	0000	111	VENTURA COUNTY CA
0540	VOUCHER EXAMNR	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0540	VOUCHER EXAMNR	159	02	1130	110	JUNEAU AK
		168	02	0270	050	BETHEL AK
		255	34	0000	025	MONMOUTH COUNTY NJ
0544	PAYROLL	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0544	PAYROLL	255	34	0000	025	MONMOUTH COUNTY NJ
		335	06	2480	001	OAKLAND CA
			06	2905	075	PRESIDIO U S ARMY CA
			06	3290	075	SAN FRANCISCO CA
		388	06	0000	111	VENTURA COUNTY CA
0545	MILITARY PAY	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0545	MILITARY PAY	109	33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		322	06	2905	075	PRESIDIO U S ARMY CA
0561	BUDGET CLK/ASST	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0561	BUDGET CLK/ASST	255	34	0000	025	MONMOUTH COUNTY NJ
		388	06	0000	111	VENTURA COUNTY CA
0590	TIME & LEAVE	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		388	06	0000	111	VENTURA COUNTY CA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0592	TAX EXAMINER	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
0593	INSURANCE ACCT	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0593	INSURANCE ACCT	012	36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
0601	CYTOGENETICS TE	208	06	3260	073	SAN DIEGO CA
	CYTOLOGIST	240	15	0000	003	HONOLULU COUNTY HI
	CYTOTECHNOLGST	252	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		276	51	1970	740	PORTSMOUTH VA
		278	17	7835	163	SCOTT AF BASE IL
		376	48	7490	009	WICHITA FALLS TX
			48	7490	485	WICHITA FALLS TX
		409	48	3765	029	LACKLAND AFB TX
		425	08	0000	001	ADAMS COUNTY CO
			08	0000	005	ARAPAHOE COUNTY CO
			08	0000	041	EL PASO COUNTY CO
		426	06	3883	095	TRAVIS AFB CA
0602	MED OFF CLIN	290	00	0000	000	WORLDWIDE
	MED OFF OTHER	499	00	0000	000	WORLDWIDE
	MED OFF RESERCH	524	00	0000	000	WORLDWIDE
0603	PHYSICIAN ASST	316	00	0000	000	NATIONWIDE
0610	NURSE	013	27	5960	109	ROCHESTER MN
		114	34	0775	025	EARLE NAVAL AMMUN DEPOT NJ
			34	1065	025	FT MONMOUTH NJ
			34	1580	029	LAKEHURST NJ
		118	13	0280	089	ATLANTA GA
			13	0280	121	ATLANTA GA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0610	NURSE	120	06	1335	053	FORT ORD CA
		122	06	0543	073	CAMP PENDLETON CA
		124	29	7460	077	SPRINGFIELD MO
		143	34	1052	005	FORT DIX NJ
			34	1778	005	MCGUIRE AFB NJ
		144	06	3260	073	SAN DIEGO CA
		145	36	6627	071	WEST POINT NY
		153	48	6090	029	SAN ANTONIO TX
		173	35	0030	001	ALBUQUERQUE NM
		184	06	1260	095	FAIRFIELD CA
			06	4020	095	VALLEJO CA
		188	21	1167	093	FORT KNOX KY
		204	48	2433	141	FORT BLISS TX
		214	25	0090	017	BEDFORD MA
			25	0120	025	BOSTON MA
			25	0365	017	FORT DEVENS MA
			25	0845	017	NATICK MA
			25	1375	017	WATERTOWN MA
		215	53	2230	053	TACOMA WA
		227	37	0735	133	CAMP LEJEUNE NC
			37	0885	049	CHERRY POINT NC
		230	15	0000	003	HONOLULU COUNTY HI
		235	45	0410	019	CHARLESTON SC
		238	51	1180	650	HAMPTON VA
			51	1720	700	NEWPORT NEWS VA
			51	1760	710	NORFOLK VA
			51	1970	740	PORTSMOUTH VA
			51	2540	810	VIRGINIA BEACH VA
			51	2690	199	YORKTOWN VA
		281	37	1685	051	FORT BRAGG NC
			37	1685	051	FORT BRAGG NC
		281	37	1685	051	FORT BRAGG NC
			37	1685	051	FORT BRAGG NC
		304	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			24	0575	003	FORT MEADE MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0610	NURSE	304	51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		314	35	0415	035	HOLLOMAN AFB NM
			35	0871	013	WHITE SANDS MSL RGE NM
			35	0871	027	WHITE SANDS MSL RGE NM
			35	0871	035	WHITE SANDS MSL RGE NM
			35	0871	051	WHITE SANDS MSL RGE NM
			35	0871	053	WHITE SANDS MSL RGE NM
		321	45	0140	013	BEAUFORT SC
		323	17	0000	031	COOK COUNTY IL
			17	0000	097	LAKE COUNTY IL
		324	06	3970	071	TWENTYNINE PALMS CA
		326	06	1880	031	LEMOORE CA
		352	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
		354	08	0000	041	EL PASO COUNTY CO
			08	0000	101	PUEBLO COUNTY CO
		359	17	1670	031	CHICAGO IL
			17	1670	043	CHICAGO IL
		371	13	2218	029	FORT STEWART GA
			13	2218	109	FORT STEWART GA
			13	2218	179	FORT STEWART GA
			13	2218	183	FORT STEWART GA
			13	2218	267	FORT STEWART GA
		374	06	2890	111	PORT HUENEME CA
		403	34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			36	4170	005	NEW YORK- BRONX NY
			36	4170	047	NEW YORK- KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK- QUEENS NY
			36	4170	085	NEW YORK- RICHMOND NY
		407	48	2437	027	FORT HOOD TX
		501	08	0110	001	AURORA CO
			08	0110	005	AURORA CO
		531	00	0000	000	NATIONWIDE
	NURSE ANESTHETI	131	08	0110	001	AURORA CO

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0610	NURSE ANESTHETI	131	08	0110	005	AURORA CO
		239	01	2585	089	REDSTONE ARSENAL AL
		262	51	1006	149	FORT LEE VA
		264	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		283	13	2203	073	FORT GORDON GA
			13	2203	163	FORT GORDON GA
			13	2203	189	FORT GORDON GA
			13	2203	245	FORT GORDON GA
	NURSE CLINICAL	018	13	2203	073	FORT GORDON GA
			13	2203	163	FORT GORDON GA
			13	2203	189	FORT GORDON GA
			13	2203	245	FORT GORDON GA
		140	09	0260	011	GROTON CT
			09	0440	011	NEW LONDON CT
		177	45	0520	079	COLUMBIA SC
		326	06	1880	031	LEMOORE CA
		392	06	2075	065	MARCH AF BASE CA
		407	48	2437	027	FORT HOOD TX
		423	24	0015	025	ABERDEEN PROV GRND MD
	NURSE EDUCATOR	140	09	0260	011	GROTON CT
			09	0440	011	NEW LONDON CT
	NURSE OPER RM	280	13	2203	073	FORT GORDON GA
			13	2203	163	FORT GORDON GA
			13	2203	189	FORT GORDON GA
			13	2203	245	FORT GORDON GA
		407	48	2437	027	FORT HOOD TX
	NURSE PSYCHIAT	407	48	2437	027	FORT HOOD TX
0620	PRACTICAL NURSE	139	09	0260	011	GROTON CT
		207	25	0365	017	FORT DEVENS MA
		226	34	1065	025	FT MONMOUTH NJ

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0620	PRACTICAL NURSE	234	45	0410	019	CHARLESTON SC
		260	48	2433	141	FORT BLISS TX
		261	08	0110	001	AURORA CO
			08	0110	005	AURORA CO
		303	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			24	0575	003	FORT MEADE MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		306	53	2230	053	TACOMA WA
		325	06	1880	031	LEMOORE CA
		336	15	2400	003	HONOLULU HI
		375	06	2890	111	PORT HUENEME CA
		377	06	0543	073	CAMP PENDLETON CA
		536	02	0000	000	ALASKA
	VOCATION NURSE	394	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
	VOCATIONL NURSE	226	34	1065	025	FT MONMOUTH NJ
		346	06	3260	073	SAN DIEGO CA
0621	NURSING ASST	193	25	0365	017	FORT DEVENS MA
		467	02	0000	000	ALASKA
0622	MED SUPPLY AID	468	02	0000	000	ALASKA
0631	OCCUP THERAPIST	212	JA	9500	000	YOKOSUKA
		313	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			24	0575	003	FORT MEADE MD

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0631	OCCUP THERAPIST	313	51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		361	08	0000	041	EL PASO COUNTY CO
0633	PHYSICAL THERAP	180	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		211	JA	9500	000	YOKOSUKA
		248	09	0260	011	GROTON CT
		320	08	0110	001	AURORA CO
			08	0110	005	AURORA CO
		362	08	0000	041	EL PASO COUNTY CO
0640	DIAG MED SONOGR	412	08	0110	001	AURORA CO
			08	0110	005	AURORA CO
		509	06	1335	053	FORT ORD CA
	ECHOCARDIO TEC	225	15	0000	003	HONOLULU COUNTY HI
	MAG RES IMG SCN	404	08	0110	001	AURORA CO
			08	0110	005	AURORA CO
0642	NUC MED TECN	068	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0642	NUC MED TECH	068	51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		218	15	0000	003	HONOLULU COUNTY HI
		401	13	2195	215	FORT BENNING GA
0644	MED TECHNOLGIST	236	06	2480	001	OAKLAND CA
			06	3290	075	SAN FRANCISCO CA
		302	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			24	0575	003	FORT MEADE MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		372	00	0000	000	NATIONWIDE
		389	27	5960	109	ROCHESTER MN
0645	MED TECHNICIAN	237	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
			06	0000	085	SANTA CLARA COUNTY CA
			06	0000	095	SOLANO COUNTY CA
		343	36	6627	071	WEST POINT NY
		347	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0645	MED TECHNICIAN	347	24	0575	003	FORT MEADE MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
0646	CYTOLOGY TEC	249	09	0260	011	GROTON CT
		277	51	1970	740	PORTSMOUTH VA
	CYTOLOGY TECH	209	06	3260	073	SAN DIEGO CA
	HISTOPATH TEC	358	06	2480	001	OAKLAND CA
			06	3290	075	SAN FRANCISCO CA
		406	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
	PATHOLOGY TEC	341	36	6627	071	WEST POINT NY
0647	DIAG RAD TEC	008	08	0110	001	AURORA CO
			08	0110	005	AURORA CO
		156	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			24	0575	003	FORT MEADE MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0647	DIAG RAD TEC	156	51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		179	06	1335	053	FORT ORD CA
		202	34	1052	005	FORT DIX NJ
		258	15	0000	003	HONOLULU COUNTY HI
		363	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
		397	21	1167	093	FORT KNOX KY
		399	13	2195	215	FORT BENNING GA
		471	02	0000	000	ALASKA
0648	THER RAD TEC	046	51	1970	740	PORTSMOUTH VA
		058	06	3260	073	SAN DIEGO CA
		123	08	0110	001	AURORA CO
			08	0110	005	AURORA CO
		206	15	2400	003	HONOLULU HI
		206	15	2400	003	HONOLULU HI
		360	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		369	53	2230	053	TACOMA WA
0649	HRT/LNG TECH	537	28	0230	047	BILOXI MS
	MED MACH TECH	001	02	0130	020	ANCHORAGE AK
0651	RESP THER	038	06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0651	RESP THER	038	06	0000	081	SAN MATEO COUNTY CA
	RESPIRATRY THER	007	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		233	15	0000	003	HONOLULU COUNTY HI
		308	53	2230	053	TACOMA WA
		333	06	3260	073	SAN DIEGO CA
		408	08	0110	001	AURORA CO
			08	0110	005	AURORA CO
		427	29	7460	077	SPRINGFIELD MO
0660	PHARMACIST	005	06	1335	053	FORT ORD CA
		014	08	0110	001	AURORA CO
			08	0110	005	AURORA CO
		015	21	1167	093	FORT KNOX KY
		016	42	1100	041	CARLISLE PA
		019	13	2203	073	FORT GORDON GA
			13	2203	163	FORT GORDON GA
			13	2203	189	FORT GORDON GA
			13	2203	245	FORT GORDON GA
		027	36	0815	045	CAMP DRUM NY
		028	13	2218	029	FORT STEWART GA
			13	2218	109	FORT STEWART GA
			13	2218	179	FORT STEWART GA
			13	2218	183	FORT STEWART GA
			13	2218	267	FORT STEWART GA
		039	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			24	0575	003	FORT MEADE MD

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0660	PHARMACIST	039	51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		040	13	2195	215	FORT BENNING GA
		041	01	1235	031	FORT RUCKER AL
			01	1235	045	FORT RUCKER AL
		042	48	2437	027	FORT HOOD TX
		044	45	0885	079	FORT JACKSON SC
		045	48	2433	141	FORT BLISS TX
		049	25	0365	017	FORT DEVENS MA
		054	20	1826	061	FORT RILEY KS
			20	1826	161	FORT RILEY KS
		064	24	0015	025	ABERDEEN PROV GRND MD
		067	37	1685	051	FORT BRAGG NC
		074	29	2855	169	FORT LEONARD WOOD MO
			29	7080	510	ST LOUIS MO
		101	48	6090	029	SAN ANTONIO TX
		103	51	1760	710	NORFOLK VA
			51	1970	740	PORTSMOUTH VA
		134	34	1052	005	FORT DIX NJ
			34	1778	005	MCGUIRE AFB NJ
		135	34	1065	025	FT MONMOUTH NJ
		189	53	0763	053	FORT LEWIS WA
		192	21	1163	047	FORT CAMPBELL KY
		210	12	1510	031	JACKSONVILLE FL
		213	12	2490	033	PENSACOLA FL
		217	17	0000	097	LAKE COUNTY IL
		229	15	0000	003	HONOLULU COUNTY HI
		317	28	0230	047	BILOXI MS
			28	1020	047	GULFPORT MS
		319	49	0355	045	DUGWAY UT
			49	1940	045	TOOELE UT
		332	06	3260	073	SAN DIEGO CA
		340	36	6627	071	WEST POINT NY
		353	51	1180	650	HAMPTON VA
			51	1404	650	LANGLEY AFB VA
			51	1720	700	NEWPORT NEWS VA
		355	08	0000	041	EL PASO COUNTY CO

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0660	PHARMACIST	357	20	3020	103	LEAVENWORTH KS
		379	29	7460	077	SPRINGFIELD MO
		402	34	0000	005	BURLINGTON COUNTY NJ
			34	0000	007	CAMDEN COUNTY NJ
			34	0000	015	GLOUCESTER COUNTY NJ
			42	0000	017	BUCKS COUNTY PA
			42	0000	029	CHESTER COUNTY PA
			42	0000	045	DELAWARE COUNTY PA
			42	0000	091	MONTGOMERY COUNTY PA
			42	0000	101	PHILADELPHIA COUNTY PA
		457	06	0010	001	ALAMEDA CA
			06	2480	001	OAKLAND CA
			06	3290	075	SAN FRANCISCO CA
		525	06	1980	037	LOS ANGELES CA
			06	3210	071	SAN BERNARDINO CA
0661	PHARM TECH	386	06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
0662	OPTOMETRIST	056	42	1100	041	CARLISLE PA
0665	SPEECH PATHOLOG	420	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
0669	MEDICAL REC LIB	398	06	2075	065	MARCH AF BASE CA
0675	MED REC TEC	023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0675	MED REC TEC	109	23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		255	34	0000	025	MONMOUTH COUNTY NJ
		405	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			24	0575	003	FORT MEADE MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0695	099	DAHLGREN VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0675	MED REC TEC	405	51	1550	683	MANASSAS VA
	MED REC TEC(TMR	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
0679	MEDICAL CLERK	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0679	MEDICAL CLERK	109	33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		255	34	0000	025	MONMOUTH COUNTY NJ
		400	06	2075	065	MARCH AF BASE CA
0681	DENTAL ASST	428	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		473	02	0000	000	ALASKA
0682	DENTAL HYGIENST	250	13	2218	029	FORT STEWART GA
			13	2218	109	FORT STEWART GA
			13	2218	179	FORT STEWART GA
			13	2218	183	FORT STEWART GA
			13	2218	267	FORT STEWART GA
		328	06	0000	000	CALIFORNIA
		334	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			24	0575	003	FORT MEADE MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		339	36	6627	071	WEST POINT NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0682	DENTAL HYGIENST	351	45	0410	019	CHARLESTON SC
		391	CQ	0000	000	NORTHERN MARIANA IS
			GQ	0000	000	GUAM
0690	IND HYGIENIST	305	00	0000	000	NATIONWIDE
0696	CONS SAFE SPEC	269	06	0000	037	LOS ANGELES COUNTY CA
			06	0000	059	ORANGE COUNTY CA
			06	0000	073	SAN DIEGO COUNTY CA
			06	0000	083	SANTA BARBARA COUNTY CA
		270	10	0000	001	KENT COUNTY DE
			10	0000	003	NEW CASTLE COUNTY DE
			42	0000	011	BERKS COUNTY PA
			42	0000	017	BUCKS COUNTY PA
			42	0000	029	CHESTER COUNTY PA
			42	0000	043	DAUPHIN COUNTY PA
			42	0000	045	DELAWARE COUNTY PA
			42	0000	071	LANCASTER COUNTY PA
			42	0000	075	LEBANON COUNTY PA
			42	0000	077	LEHIGH COUNTY PA
			42	0000	091	MONTGOMERY COUNTY PA
			42	0000	095	NORTHAMPTON COUNTY PA
			42	0000	101	PHILADELPHIA COUNTY PA
			42	0000	133	YORK COUNTY PA
		271	09	0000	001	FAIRFIELD COUNTY CT
			09	0000	003	HARTFORD COUNTY CT
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
			44	0000	007	PROVIDENCE COUNTY RI
			50	0000	007	CHITTENDEN COUNTY VT
		272	36	0000	047	KINGS COUNTY NY
			36	0000	059	NASSAU COUNTY NY
			36	0000	061	NEW YORK COUNTY NY
			36	0000	081	QUEENS COUNTY NY
			36	0000	085	RICHMOND COUNTY NY
			36	0000	087	ROCKLAND COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
			36	0000	119	WESTCHESTER COUNTY NY
		273	13	0000	063	CLAYTON COUNTY GA
			13	0000	067	COBB COUNTY GA
			13	0000	089	DE KALB COUNTY GA
			13	0000	097	DOUGLAS COUNTY GA
			13	0000	121	FULTON COUNTY GA
			13	0000	135	GWINNETT COUNTY GA
		274	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0696	CONS SAFE SPEC	274	06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
			06	0000	085	SANTA CLARA COUNTY CA
			06	0000	097	SONOMA COUNTY CA
		275	34	0000	005	BURLINGTON COUNTY NJ
			34	0000	007	CAMDEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	021	MERCER COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	039	UNION COUNTY NJ
0699	DIAG MED SONOGR	203	34	1052	005	FORT DIX NJ
			34	1778	005	MCGUIRE AFB NJ
	DIETETIC TECHN	102	06	3290	075	SAN FRANCISCO CA
	ULTRASOUND TEC	133	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
0800	ENGR (OPTICS)	593	35	0455	001	KIRTLAND AFB NM
0801	ENG GENERAL	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0802	ENGINEER TECHN	115	33	0100	017	DURHAM NH
			33	0430	015	PORTSMOUTH NH
0803	ENG SAFETY	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0804	ENG FIRE PREVEN	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0806	ENG MATERIALS	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0807	LANDSCAPE ARCHT	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0808	ARCHITECT	195	06	1328	071	FORT IRWIN CA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0808	ARCHITECT	414	00	0000	000	WORLDWIDE
0810	ENG CIVIL	195	06	1328	071	FORT IRWIN CA
		329	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	025	MONMOUTH COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	037	SUSSEX COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	005	BRONX COUNTY NY
			36	0000	047	KINGS COUNTY NY
			36	0000	059	NASSAU COUNTY NY
			36	0000	061	NEW YORK COUNTY NY
			36	0000	071	ORANGE COUNTY NY
			36	0000	079	PUTNAM COUNTY NY
			36	0000	081	QUEENS COUNTY NY
			36	0000	085	RICHMOND COUNTY NY
			36	0000	087	ROCKLAND COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
			36	0000	119	WESTCHESTER COUNTY NY
		414	00	0000	000	WORLDWIDE
0819	ENG ENVIRONMENL	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0830	ENG MECHANICAL	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0840	ENG NUCLEAR	200	06	1328	071	FORT IRWIN CA
		422	00	0000	000	WORLDWIDE
0850	ENG ELECTRICAL	200	06	1328	071	FORT IRWIN CA
		422	00	0000	000	WORLDWIDE
0854	ENG COMPUTER	200	06	1328	071	FORT IRWIN CA
		422	00	0000	000	WORLDWIDE
0855	ENG ELECTRONICS	200	06	1328	071	FORT IRWIN CA
		422	00	0000	000	WORLDWIDE
0856	ELECTRONICS TEC	115	33	0100	017	DURHAM NH
			33	0430	015	PORTSMOUTH NH
0858	ENG BIOMEDICAL	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0861	ENG AEROSPACE	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0871	NAVAL ARCHITECT	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0880	MINING ENGR	417	00	0000	000	NATIONWIDE
0881	PETROLEUM ENGR	415	00	0000	000	NATIONWIDE

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0890	ENG AGRICULTURE	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0892	ENG CERAMICS	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0893	ENG CHEMICAL	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0894	ENG WELDING	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0895	INDUST ENG TECH	115	33	0100	017	DURHAM NH
			33	0430	015	PORTSMOUTH NH
0896	ENG INDUSTRIAL	195	06	1328	071	FORT IRWIN CA
		414	00	0000	000	WORLDWIDE
0962	CONTACT REP	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
0963	LEGAL INST EXMR	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
0986	LEGAL CLK/TECHN	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		112	13	0280	089	ATLANTA GA
			13	0280	121	ATLANTA GA
		113	12	2010	025	MIAMI FL

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0986	LEGAL CLK/TECHN	136	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		159	02	1130	110	JUNEAU AK
		255	34	0000	025	MONMOUTH COUNTY NJ
		349	35	0000	028	LOS ALAMOS COUNTY NM
		387	06	1950	083	LOMPOC CA
		903	06	0000	037	LOS ANGELES COUNTY CA
		904	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
0996	VETERANS CL EXA	411	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
0998	CLAIMS CLERK	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
0998	CLAIMS CLERK	109	33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
1001	GEN ARTS & INF	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
1021	OFFICE DRAFTING	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		159	02	1130	110	JUNEAU AK
1046	LANGUAGE CLERK	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1046	LANGUAGE CLERK	023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
1087	EDITORIAL ASST	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1087	EDITORIAL ASST	109	33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
1089	EDITORIAL CLERK	388	06	0000	111	VENTURA COUNTY CA
1101	GEN BUS & IND	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1101	GEN BUS & IND	109	33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		168	02	0270	050	BETHEL AK
1102	CONTRACT/PROCUR	265	06	0000	037	LOS ANGELES COUNTY CA
			06	0000	059	ORANGE COUNTY CA
1104	PROPERTY DISPOS	327	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK -KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
1105	PURCHASER	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1105	PURCHASER	109	33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		255	34	0000	025	MONMOUTH COUNTY NJ
		388	06	0000	111	VENTURA COUNTY CA
1106	PROCMT CLK/ASST	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		036	36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1106	PROCMT CLK/ASST	109	33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		255	34	0000	025	MONMOUTH COUNTY NJ
		388	06	0000	111	VENTURA COUNTY CA
1107	PROPTY DISP CLK	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1107	PROPTY DISP CLK	109	33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
1152	PRODUCTION CONT	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
1170	REALTOR	266	06	0000	037	LOS ANGELES COUNTY CA
			06	0000	059	ORANGE COUNTY CA
		267	36	0000	005	BRONX COUNTY NY
			36	0000	047	KINGS COUNTY NY
			36	0000	061	NEW YORK COUNTY NY
			36	0000	079	PUTNAM COUNTY NY
			36	0000	081	QUEENS COUNTY NY
			36	0000	085	RICHMOND COUNTY NY
			36	0000	087	ROCKLAND COUNTY NY
			36	0000	119	WESTCHESTER COUNTY NY
		268	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
		342	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1170	REALTOR	342	51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		367	17	0000	031	COOK COUNTY IL
			17	0000	043	DU PAGE COUNTY IL
			17	0000	111	MCHENRY COUNTY IL
1176	BUILDING MANAGE	327	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK -KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
1222	PATENT ATTORNEY	331	17	0000	043	DU PAGE COUNTY IL
1224	PATENT EXM	419	51	0100	013	ARLINGTON VA
	PATENT EXM(BIO)	142	51	0100	013	ARLINGTON VA
	PATENT EXM(ENG)	576	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
	PATENT EXM(OTHR	315	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1224	PATENT EXM(OTHR	315	51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
1310	PHYSICIST	350	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
	PHYSICIST OPTCS	593	35	0455	001	KIRTLAND AFB NM
1311	PHYS SCI TECH	424	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		590	06	2079	095	MARE ISLAND(NAV SHIPYD) CA
		591	15	8205	003	PEARL HARBOR HI
		592	33	0430	015	PORTSMOUTH NH
1320	CHEMIST	224	00	0000	000	NATIONWIDE
1321	METALLURGIST	589	00	0000	000	NATIONWIDE
1360	OCEANOGRAPHER	338	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1360	OCEANOGRAPHER	338	34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	037	SUSSEX COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	059	NASSAU COUNTY NY
			36	0000	079	PUTNAM COUNTY NY
			36	0000	087	ROCKLAND COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
			36	0000	119	WESTCHESTER COUNTY NY
			36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
1370	CARTOGRAPHER	223	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
1382	FOOD TECHNOLOGI	201	09	0000	001	FAIRFIELD COUNTY CT
			34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	025	MONMOUTH COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	005	BRONX COUNTY NY
			36	0000	019	CLINTON COUNTY NY
			36	0000	047	KINGS COUNTY NY
			36	0000	059	NASSAU COUNTY NY
			36	0000	061	NEW YORK COUNTY NY
			36	0000	081	QUEENS COUNTY NY
			36	0000	085	RICHMOND COUNTY NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1382	FOOD TECHNOLOGI	201	36	0000	087	ROCKLAND COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
			36	0000	119	WESTCHESTER COUNTY NY
1411	LIBRARY TECHN	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK

best copy available

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1411	LIBRARY TECHN	255	34	0000	025	MONMOUTH COUNTY NJ
		388	06	0000	111	VENTURA COUNTY CA
1421	ARCHIVES TECHN	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
1510	ACTUARY	137	11	0000	001	DISTRICT OF COLUMBIA DC
			17	1670	031	CHICAGO IL
			17	1670	043	CHICAGO IL
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			29	4120	047	KANSAS CITY MO
			29	4120	095	KANSAS CITY MO
			29	4120	165	KANSAS CITY MO
			36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
			39	2090	113	DAYTON OH
			42	6540	101	PHILADELPHIA PA
			49	1700	035	SALT LAKE CITY UT
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		138	24	0050	510	BALTIMORE MD

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1515	OPER RES ANALYS	253	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
1520	MATHEMATICIAN	253	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
1529	MATH STATISTICN	032	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		199	06	2660	085	PALO ALTO CA
		253	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
1531	STATISTCL ASST	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1531	STATISTCL ASST	388	06	0000	111	VENTURA COUNTY CA
1550	COMP SCIENTIST	004	42	8845	017	WARMINSTER PA
		253	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
		380	06	0543	073	CAMP PENDLETON CA
		697	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			24	0030	003	ANNAPOLIS MD
			24	1193	037	PATUXENT RIVER MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCF WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0695	099	DAHLGREN VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
		698	09	0440	011	NEW LONDON CT
			44	0150	005	NEWPORT RI
1601	GEN FAC & EQUIP	109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1601	GEN FAC & EQUIP	109	33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
	POWER PLANT SUP	259	00	0000	000	NATIONWIDE
1702	EDU & TRAIN TEC	109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
1712	TRAINING INSTRU	308	53	2230	053	TACOMA WA
1802	COMPLIANCE INSP	012	36	4170	005	NEW YORK -BRONX NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1802	COMPLIANCE INSP	012	36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
	DETEN ENFORC OF	364	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		365	12	2010	025	MIAMI FL
		366	06	0000	000	CALIFORNIA
1811	CRIM INVESTIGAT	395	06	2546	085	ONIZUKA AFB CA CA
		396	06	1150	037	EL SEGUNDO CA
1816	IMMIGRA INSPEC	285	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
1831	SECUR COMPL EXA	196	06	1980	037	LOS ANGELES CA
		197	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
1863	FOOD INSPECTOR	201	09	0000	001	FAIRFIELD COUNTY CT
			34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	025	MONMOUTH COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	005	BRONX COUNTY NY
			36	0000	019	CLINTON COUNTY NY
			36	0000	047	KINGS COUNTY NY
			36	0000	059	NASSAU COUNTY NY
			36	0000	061	NEW YORK COUNTY NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1863	FOOD INSPECTOR	201	36	0000	081	QUEENS COUNTY NY
			36	0000	085	RICHMOND COUNTY NY
			36	0000	087	ROCKLAND COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
			36	0000	119	WESTCHESTER COUNTY NY
1896	BORD PATROL AG	148	01	0000	000	ALABAMA
			04	0000	000	ARIZONA
			06	0000	000	CALIFORNIA
			12	0000	000	FLORIDA
			22	0000	000	LOUISIANA
			28	0000	000	MISSISSIPPI
			35	0000	000	NEW MEXICO
			48	0000	000	TEXAS
1897	CUSTOMS AID	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
1910	QUAL ASSUR SPEC	105	36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
		150	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	019	HUNTERDON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	025	MONMOUTH COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	037	SUSSEX COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			34	0000	041	WARREN COUNTY NJ
		151	36	0000	005	BRONX COUNTY NY
			36	0000	027	DUTCHESS COUNTY NY
			36	0000	047	KINGS COUNTY NY
			36	0000	061	NEW YORK COUNTY NY
			36	0000	071	ORANGE COUNTY NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
1910	QUAL ASSUR SPEC	151	36	0000	079	PUTNAM COUNTY NY
			36	0000	081	QUEENS COUNTY NY
			36	0000	085	RICHMOND COUNTY NY
			36	0000	087	ROCKLAND COUNTY NY
			36	0000	111	ULSTER COUNTY NY
			36	0000	119	WESTCHESTER COUNTY NY
		152	09	0000	001	FAIRFIELD COUNTY CT
1980	AG COMMOD GRD	003	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		155	00	0000	000	WORLDWIDE
2001	GEN SUPPLY	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		159	02	1130	110	JUNEAU AK
2005	SUPPLY CLK/TECH	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
2005	SUPPLY CLK/TECH	109	33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		168	02	0270	050	BETHEL AK
		255	34	0000	025	MONMOUTH COUNTY NJ
		388	06	0000	111	VENTURA COUNTY CA
2091	SALES STORE CLK	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
2091	SALES STORE CLK	109	33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		198	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
	SUPPLY CLK/TECH	159	02	1130	110	JUNEAU AK
2101	TRANSPORTN SPCL	159	02	1130	110	JUNEAU AK
		251	00	0000	000	NATIONWIDE
2102	TRANSP CLK/ASST	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
2102	TRANSP CLK/ASST	023	25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		255	34	0000	025	MONMOUTH COUNTY NJ
2131	FREIGHT RATE	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
2131	FREIGHT RATE	109	23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME
			23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		388	06	0000	111	VENTURA COUNTY CA
2132	TRAVEL	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		109	23	0450	031	BERWICK ME
			23	2450	031	ELIOT ME
			23	4250	031	KITTERY ME

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
2132	TRAVEL	109	23	5500	031	NORTH BERWICK ME
			23	5725	031	OGUNQUIT ME
			23	7450	031	SOUTH BERWICK ME
			23	8905	031	WELLS ME
			23	9800	031	YORK ME
			33	0029	017	BARRINGTON NH
			33	0090	017	DOVER NH
			33	0100	017	DURHAM NH
			33	0130	015	EXETER NH
			33	0140	017	FARMINGTON NH
			33	0176	015	GREENLAND NH
			33	0200	015	HAMPTON NH
			33	0281	017	LEE NH
			33	0311	017	MADBURY NH
			33	0342	017	MILTON NH
			33	0350	015	NEWINGTON NH
			33	0354	015	NEWFIELDS NH
			33	0355	015	NEW CASTLE NH
			33	0370	015	NEWMARKET NH
			33	0391	015	NORTH HAMPTON NH
			33	0430	015	PORTSMOUTH NH
			33	0440	017	ROCHESTER NH
			33	0443	017	ROLLINSFORD NH
			33	0445	015	RYE NH
			33	0470	017	SOMERSWORTH NH
			33	0478	015	STRATHAM NH
		159	02	1130	110	JUNEAU AK
		168	02	0270	050	BETHEL AK
2133	PASSENGER RATE	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
2134	SHIPMENT CLERK	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
2134	SHIPMENT CLERK	023	25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
		388	06	0000	111	VENTURA COUNTY CA
2150	VESL TRAF CONTR	393	06	3290	075	SAN FRANCISCO CA
2151	DISPATCHER	012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		037	09	0000	000	CONNECTICUT
		159	02	1130	110	JUNEAU AK
2181	PILOT C141	251	00	0000	000	NATIONWIDE
AAAA	ALL SERIES	194	06	1328	071	FORT IRWIN CA
		220	JQ	1000	000	JOHNSTON ISLAND
XXXX	(DATA TRANSCRI)	010	06	0895	085	COYOTE CA
			06	2140	081	MENLO PARK CA
			06	2205	085	MOFFETT FIELD CA
			06	2280	085	MORGAN HILL CA
			06	2311	085	MOUNTAIN VIEW CA
			06	2660	085	PALO ALTO CA
			06	2980	081	REDWOOD CITY CA
			06	3340	085	SAN JOSE CA
			06	3440	085	SANTA CLARA CA
			06	3790	085	SUNNYVALE CA
			06	3993	001	UNION CITY CA
		012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		024	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
XXXX	(DATA TRANSCRI)	024	06	0000	041	MARIN COUNTY CA
			06	0000	055	NAPA COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
			06	0000	085	SANTA CLARA COUNTY CA
			06	0000	095	SOLANO COUNTY CA
			06	3651	097	SKAGGS ISLAND CA
		029	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0695	099	DAHLGREN VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
			51	2518	061	VINT HILL FARMS MIL INS VA
		037	09	0000	000	CONNECTICUT
		047	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		070	06	0000	037	LOS ANGELES COUNTY CA
		071	06	0000	059	ORANGE COUNTY CA
		113	12	2010	025	MIAMI FL
		125	27	0000	003	ANOKA COUNTY MN
			27	0000	019	CARVER COUNTY MN
			27	0000	037	DAKOTA COUNTY MN
			27	0000	053	HENNEPIN COUNTY MN
			27	0000	123	RAMSEY COUNTY MN
			27	0000	139	SCOTT COUNTY MN
			27	0000	163	WASHINGTON COUNTY MN

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
XXXX	(DATA TRANSCRI)	154	34	0000	021	MERCER COUNTY NJ
		187	36	0000	119	WESTCHESTER COUNTY NY
		255	34	0000	025	MONMOUTH COUNTY NJ
		282	24	0033	003	ANNAPOLIS JUNC MD
			24	0033	027	ANNAPOLIS JUNC MD
			24	0575	003	FORT MEADE MD
		284	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		348	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		388	06	0000	111	VENTURA COUNTY CA
	(STENOGRAPHY)	010	06	0895	085	COYOTE CA
			06	2140	081	MENLO PARK CA
			06	2205	085	MOFFETT FIELD CA
			06	2280	085	MORGAN HILL CA
			06	2311	085	MOUNTAIN VIEW CA
			06	2660	085	PALO ALTO CA
			06	2980	081	REDWOOD CITY CA
			06	3340	085	SAN JOSE CA
			06	3440	085	SANTA CLARA CA
			06	3790	085	SUNNYVALE CA
			06	3993	001	UNION CITY CA
		012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		024	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
XXXX	(STENOGRAPHY)	024	06	0000	041	MARIN COUNTY CA
			06	0000	055	NAPA COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
			06	0000	085	SANTA CLARA COUNTY CA
			06	0000	095	SOLANO COUNTY CA
			06	3651	097	SKAGGS ISLAND CA
		029	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0695	099	DAHLGREN VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
			51	2518	061	VINT HILL FARMS MIL INS VA
		033	33	0350	011	NASHUA NH
		034	25	1030	003	PITTSFIELD MA
			36	5550	093	SCHENECTADY NY
			36	6623	091	WEST MILTON NY
		036	36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
		037	09	0000	000	CONNECTICUT
		047	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		070	06	0000	037	LOS ANGELES COUNTY CA
		071	06	0000	059	ORANGE COUNTY CA
		113	12	2010	025	MIAMI FL
		119	17	0000	031	COOK COUNTY IL

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
XXXX	(STENOGRAPHY)	119	17	0000	043	DU PAGE COUNTY IL
			17	0000	097	LAKE COUNTY IL
		125	27	0000	003	ANOKA COUNTY MN
			27	0000	019	CARVER COUNTY MN
			27	0000	037	DAKOTA COUNTY MN
			27	0000	053	HENNEPIN COUNTY MN
			27	0000	123	RAMSEY COUNTY MN
			27	0000	139	SCOTT COUNTY MN
			27	0000	163	WASHINGTON COUNTY MN
		154	34	0000	021	MERCER COUNTY NJ
		187	36	0000	119	WESTCHESTER COUNTY NY
		255	34	0000	025	MONMOUTH COUNTY NJ
		282	24	0033	003	ANNAPOLIS JUNC MD
			24	0033	027	ANNAPOLIS JUNC MD
			24	0575	003	FORT MEADE MD
		284	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		348	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		388	06	0000	111	VENTURA COUNTY CA
	(TYPING)	010	06	0895	085	COYOTE CA
			06	2140	081	MENLO PARK CA
			06	2205	085	MOFFETT FIELD CA
			06	2280	085	MORGAN HILL CA
			06	2311	085	MOUNTAIN VIEW CA
			06	2660	085	PALO ALTO CA
			06	2980	081	REDWOOD CITY CA
			06	3340	085	SAN JOSE CA
			06	3440	085	SANTA CLARA CA
			06	3790	085	SUNNYVALE CA
			06	3993	001	UNION CITY CA
		012	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
XXXX	(TYPING)	012	36	4170	085	NEW YORK -RICHMOND NY
		023	25	0000	009	ESSEX COUNTY MA
			25	0000	017	MIDDLESEX COUNTY MA
			25	0000	021	NORFOLK COUNTY MA
			25	0000	023	PLYMOUTH COUNTY MA
			25	0000	025	SUFFOLK COUNTY MA
			25	0000	027	WORCESTER COUNTY MA
		024	06	0000	001	ALAMEDA COUNTY CA
			06	0000	013	CONTRA COSTA COUNTY CA
			06	0000	041	MARIN COUNTY CA
			06	0000	055	NAPA COUNTY CA
			06	0000	075	SAN FRANCISCO COUNTY CA
			06	0000	081	SAN MATEO COUNTY CA
			06	0000	085	SANTA CLARA COUNTY CA
			06	0000	095	SOLANO COUNTY CA
			06	3651	097	SKAGGS ISLAND CA
		029	11	0000	001	DISTRICT OF COLUMBIA DC
			24	0000	009	CALVERT COUNTY MD
			24	0000	017	CHARLES COUNTY MD
			24	0000	021	FREDERICK COUNTY MD
			24	0000	031	MONTGOMERY COUNTY MD
			24	0000	033	PRINCE GEORGE'S COUNTY MD
			51	0000	013	ARLINGTON COUNTY VA
			51	0000	059	FAIRFAX COUNTY VA
			51	0000	107	LOUDOUN COUNTY VA
			51	0000	153	PRINCE WILLIAM COUNTY VA
			51	0000	179	STAFFORD COUNTY VA
			51	0040	510	ALEXANDRIA VA
			51	0695	099	DAHLGREN VA
			51	0900	600	FAIRFAX VA
			51	0930	610	FALLS CHURCH VA
			51	1549	685	MANASSAS PARK VA
			51	1550	683	MANASSAS VA
			51	2518	061	VINT HILL FARMS MIL INS VA
		033	33	0350	011	NASHUA NH
		034	25	1030	003	PITTSFIELD MA
			36	5550	093	SCHENECTADY NY
			36	6623	091	WEST MILTON NY
		036	36	0000	059	NASSAU COUNTY NY
			36	0000	103	SUFFOLK COUNTY NY
		037	09	0000	000	CONNECTICUT
		047	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ

INDEX TO CURRENT TITLE V SPECIAL RATE AUTHORIZATIONS
BY OCCUPATION

OCCUPATION SERIES	OCCUPATION TITLE	TABLE NUMBER	STATE	CITY	COUNTY	LOCATION
XXXX	(TYPING)	047	34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		070	06	0000	037	LOS ANGELES COUNTY CA
		071	06	0000	059	ORANGE COUNTY CA
		113	12	2010	025	MIAMI FL
		119	17	0000	031	COOK COUNTY IL
			17	0000	043	DU PAGE COUNTY IL
			17	0000	097	LAKE COUNTY IL
		125	27	0000	003	ANOKA COUNTY MN
			27	0000	019	CARVER COUNTY MN
			27	0000	037	DAKOTA COUNTY MN
			27	0000	053	HENNEPIN COUNTY MN
			27	0000	123	RAMSEY COUNTY MN
			27	0000	139	SCOTT COUNTY MN
			27	0000	163	WASHINGTON COUNTY MN
		154	34	0000	021	MERCER COUNTY NJ
		167	02	0237	185	BARROW AK
		168	02	0270	050	BETHEL AK
		187	36	0000	119	WESTCHESTER COUNTY NY
		255	34	0000	025	MONMOUTH COUNTY NJ
		282	24	0033	003	ANNAPOLIS JUNC MD
			24	0033	027	ANNAPOLIS JUNC MD
			24	0575	003	FORT MEADE MD
		284	34	0000	003	BERGEN COUNTY NJ
			34	0000	013	ESSEX COUNTY NJ
			34	0000	017	HUDSON COUNTY NJ
			34	0000	023	MIDDLESEX COUNTY NJ
			34	0000	027	MORRIS COUNTY NJ
			34	0000	031	PASSAIC COUNTY NJ
			34	0000	035	SOMERSET COUNTY NJ
			34	0000	039	UNION COUNTY NJ
			36	0000	087	ROCKLAND COUNTY NY
		348	36	4170	005	NEW YORK -BRONX NY
			36	4170	047	NEW YORK-KINGS NY
			36	4170	061	NEW YORK NEW YORK NY
			36	4170	081	NEW YORK -QUEENS NY
			36	4170	085	NEW YORK -RICHMOND NY
		388	06	0000	111	VENTURA COUNTY CA

*U.S.G.P.O:1991-281-341:40074

Book 531

Pay Under the General Schedule

Contents

SUBCHAPTER S1. Introduction to Pay Under the General Schedule

S1–1. Introduction
S1–2. General Provisions
S1–3. General Schedule Pay Adjustments Under the Federal Pay Comparability Act of 1970 and Executive Order 11576

SUBCHAPTER S2. Determining Rate of Basic Pay

S2–1. Scope
S2–2. Definitions
S2–3. New Appointments
S2–4. Position or Appointment Changes
S2–5. Promotions
S2–6. Classification Appeal Decisions
S2–7. General Pay-Fixing Guides
S2–8. Saving Provision
◆ S2–9. Pay Determination Upon Loss of Merit Pay Status ◆

SUBCHAPTER S3. Pay Adjustments for Supervisors

S3–1. Legal Authority
S3–2. General
S3–3. Requirements
S3–4. Adjustment of Rates

SUBCHAPTER S4. Within-Grade Increases

S4–1. Applicability
S4–2. Introduction
S4–3. Definitions
S4–4. Creditable Service
S4–5. Required Waiting Periods for Within-Grade Increases
S4–6. Effective Date of a Within-Grade Increase
S4–7. Determining an Equivalent Increase
S4–8. Acceptable Level of Competence
S4–9. Reconsideration of a Negative Determination
S4–10. Continuing Evaluation Following Withholding a Within-Grade Increase

SUBCHAPTER 5. Quality Step Increases

S5-1. Applicability
S5-2. Introduction
S5-3. Definitions
S5-4. Level of Performance Required for Quality Step Increases
S5-5. Justification and Documentation for Quality Step Increases
S5-6. Minimum Criteria for Granting Quality Step Increases
S5-7. Effective Date of a Quality Step Increase
S5-8. Agency Plans for Granting Quality Step Increases

APPENDIX A. Table for Determining Completion of Waiting Periods for Pay and Leave Purposes

APPENDIX B. Pay Rates of the General Schedule as Provided by Section 5532 of Title 5, United States Code, and Prior Pay Rates of the General Schedule

CHART I. Crafts, Protective, and Custodial Schedule
CHART II. General Schedule

APPENDIX C. Pay Rates to be Used in all Examples Contained in Book 531

Subchapter S1. Introduction to Pay Under the General Schedule

S1-1. INTRODUCTION

a. **Introduction.** Subchapter III of chapter 53 of title 5, United States Code, provides the legal basis for the pay system for all employees in General Schedule (GS) positions. The law establishes grades from GS-1 through GS-18 and a schedule of pay rates (called the General Schedule) for initial pay-fixing purposes, for within-grade increases, and for other appropriate payroll and personnel actions.

b. **Pay schedule.** Section 5332 of title 5, United States Code, prescribes rates of pay for General Schedule employees. However, 5 U.S.C. 5305 provides that the President shall adjust these rates annually by Executive order, and that those rates set by the President supersede the rates listed in 5 U.S.C. 5332(a).

c. **Current rates.** The current rates are shown below. Executive Order →12087 of October 7, 1978,← set these rates of pay, effective on the first day of the first applicable pay period beginning on or after October 1, 1978. (For previous pay rates, see appendix B to this book.)

Grade	Rates										Amount of within-grade increase
	1	2	3	4	5	6	7	8	9	10	
GS-1	→$6, 561	$6, 780	$6, 999	$7, 218	$7, 437	$7, 656	$7, 875	$8, 094	$8, 313	$8, 532	$219
GS-2	7, 422	7, 669	7, 916	8, 163	8, 410	8, 657	8, 904	9, 151	9, 398	9, 645	247
GS-3	8, 366	8, 645	8, 924	9, 203	9, 482	9, 761	10, 040	10, 319	10, 598	10, 877	279
GS-4	9, 391	9, 704	10, 017	10, 330	10, 643	10, 956	11, 269	11, 582	11, 895	12, 208	313
GS-5	10, 507	10, 857	11, 207	11, 557	11, 907	12, 257	12, 607	12, 957	13, 307	13, 657	350
GS-6	11, 712	12, 102	12, 492	12, 882	13, 272	13, 662	14, 052	14, 442	14, 832	15, 222	390
GS-7	13, 014	13, 448	13, 882	14, 316	14, 750	15, 184	15, 618	16, 052	16, 486	16, 920	434
GS-8	14, 414	14, 894	15, 374	15, 854	16, 334	16, 814	17, 294	17, 774	18, 254	18, 734	480
GS-9	15, 920	16, 451	16, 982	17, 513	18, 044	18, 575	19, 106	19, 637	20, 168	20, 699	531
GS-10	17, 532	18, 116	18, 700	19, 284	19, 868	20, 452	21, 036	21, 620	22, 204	22, 788	584
GS-11	19, 263	19, 905	20, 547	21, 189	21, 831	22, 473	23, 115	23, 757	24, 399	25, 041	642
GS-12	23, 087	23, 857	24, 627	25, 397	26, 167	26, 937	27, 707	28, 477	29, 247	30, 017	770
GS-13	27, 453	28, 368	29, 283	30, 198	31, 113	32, 028	32, 943	33, 858	34, 773	35, 688	915
GS-14	32, 442	33, 523	34, 604	35, 685	36, 766	37, 847	38, 928	40, 009	41, 090	42, 171	1, 081
GS-15	38, 160	39, 432	40, 704	41, 976	43, 248	44, 520	45, 792	47, 064	[1] 48, 336	[1] 49, 608	1, 272
GS-16	44, 756	46, 248	[1] 47, 740	[1] 49, 232	[1] 50, 724	[1] 52, 216	[1] 53, 708	[1] 55, 200	[1] 56, 692		1, 492
GS-17	[1] 52, 429	[1] 54, 177	[1] 55, 925	[1] 57, 673	[1] 59, 421						1, 748
GS-18	[1] 61, 449←										

[1] Basic pay is limited by section 5308 of title 5 of the United States Code to the rate for level V of the Executive Schedule. →In addition, pursuant to section 304 of the Legislative Branch Appropriation Act, 1979 (Public Law 95-391, September 30, 1978), funds are not available to pay a salary in this schedule at a rate which exceeds the rate for level V of the Executive Schedule in effect on September 30, 1978, which is $47,500←.

S1-2. GENERAL PROVISIONS

a. **Coverage.** The provisions of subchapter III of chapter 53 of title 5, United States Code, and the Commission's regulations issued thereunder apply to all employees subject to the General Schedule wherever located. They do not apply to employees under the Federal Wage System; nor do they apply to employees paid under statutory authority other than subchapter III of chapter 53 of title 5, United States Code.

b. **Legal basis.** The principles governing pay under the General Schedule are in the Commission's pay regulations (part 531) and in subchapter III of chapter 53 of title 5, United States Code. These principles relate only to the payment of the rate of basic pay as defined in section 531.202(i). The term basic pay for General Schedule employees does not include premium pay for overtime, night, Sunday, holiday, or standby duty, or payments of foreign or nonforeign differentials or allowances.

S1-3. GENERAL SCHEDULE PAY ADJUSTMENTS UNDER 5 U.S.C. 5305

a. **Legal basis.** Under section 5305(q) of title 5, United States Code, and section 203 of Executive Order 11721 of May 23, 1973, the Civil Service Commission has prescribed the rules necessary to convert the rates of basic pay of officers and employees under the General Schedule at the time of a pay adjustment under 5 U.S.C. 5305. The Commission's regulations and an explanation of these conversion rules are set forth below.

b. **Regulation.** "*Pay conversion rules for rates of basic pay in the General Schedule at the time of a pay adjustment under 5 U.S.C. 5305.* (a) On the effective date of a pay adjustment under 5 U.S.C. 5305, the rate of basic pay of an employee subject to the General Schedule shall be initially adjusted, except as provided in paragraph (b) of this section as follows:

"(1) If an employee is receiving basic pay immediately before the effective date of his pay adjustment at one of the rates of a grade in the General Schedule, he shall receive the rate of basic pay for the corresponding numerical rate of the grade in effect on and after such date.

"(2) If an employee is receiving basic pay immediately before the effective date of his pay adjustment at a rate between two rates of a grade in the General Schedule, he shall be paid the higher of the two corresponding rates of basic pay in effect on and after such date.

"(3) If an employee is receiving basic pay immediately before the effective date of his pay adjustment at a rate in excess of the maximum rate of his grade, he shall receive his existing rate of basic pay increased by the amount of increase made by the pay adjustment under 5 U.S.C. 5305 in the maximum rate for his grade.

"(4) If an employee, immediately before the effective date of his pay adjustment, is receiving, pursuant to section 2(b)(4) of the Federal Employees Salary Increase Act of 1955, an existing aggregate rate of pay determined under section 208(b) of the Act of September 1, 1954 (68 Stat. 1111), plus subsequent increases authorized by law, he shall receive an aggregate rate of pay equal to the sum of his existing aggregate rate of pay on the day preceding the effective date of his pay adjustment, plus the amount of increase made by the pay adjustment under 5 U.S.C. 5305 in the maximum rate of his grade, until (i) he leaves his position, or (ii) he is entitled to receive aggregate pay at a higher rate by reason of the operation of any provision of law; but, when this position becomes vacant, the aggregate rate of pay of any subsequent appointee thereto shall be fixed in accordance with applicable provisions of law. Subject to subdivisions (i) and (ii) of this subparagraph, the amount of the increase authorized by this section shall be held and considered for the purposes of section 208(b) of the act of September 1, 1954, to constitute a part of the existing rate of pay of the employee.

"(b) Rates of basic pay authorized under section 5303 of title 5, United States Code, paid to an employee subject to the General Schedule shall be adjusted in accordance with section 530.307(b)(1) of this chapter." (Section 531.205)

NOTE: In some years, special rate employees have had their pay adjusted under special one-time instructions rather than under the provisions of section 530.307. When this happens, special instructions are issued at the time of a pay adjustment.

c. **Applying the conversion rules.** (1) Subparagraph (1) of the regulation states that an employee, on the effective date of the pay increase, shall receive the rate of pay that corresponds to the numerical rate and grade of the General Schedule held immediately prior to the effective date of the pay increase.

(2) Subparagraph (2) of the regulation applies to an employee whose rate of basic pay, prior to the effective date of the pay increase, fell between two rates of a grade in the General Schedule. The rule states that the employee shall receive a rate of basic pay at the higher of the two corresponding rates in effect on and after the effective date of the pay increase.

(3) Subparagraph (3) of the regulation sets forth the pay conversion rules for an employee receiving basic pay in excess of the maximum rate for the grade. This rule would apply in a case, for example, where an employee's pay is set in excess of the maximum rate of the grade in accordance with section 530.306(b)(3) or section 539.203(d) of the Commission's regulations. Under section 530.306(b), an employee who is receiving a rate in excess of the maximum rate for the regular range for the grade because a special rate (5303) range for the position has been discontinued continues at that rate as a "saved rate," unless the employee moves to a different position or becomes entitled to a higher rate of pay. Under section 539.203 when an employee formerly occupied a position not under the General Schedule and both employee and position were brought under the General Schedule, the employee is entitled to continue to receive the existing rate of pay even though it exceeds the maximum for the GS grade as long as the employee continuously occupies the same position or a position in a higher grade in the same agency. Subparagraph (3) does not govern the pay adjustment of an employee receiving saved pay under 5 U.S.C. 5337. Section 5337 of title 5, United States Code, provides that the saved rate shall be increased by subsequent increases in basic pay provided by statute.

(4) The saving provision in section 208(b) of the act of September 1, 1954, applies to an employee working longer than ordinary periods of duty including standby duty immediately prior to the date the agency elects to apply the provisions of section 5545(c)(1) to the position. Subparagraph (4) provides that the employee's existing aggregate rate of pay shall be computed on the basis of the new General Schedule pay rates. (See page 550–19 for an example of formula for computing an existing aggregate rate.)

Subchapter S2. Determining Rate of Basic Pay

S2-1. SCOPE

a. **Regulation.** "*Applicability.* This subpart and sections 5333 and 5334 of title 5, United States Code, apply in fixing and adjusting rates of basic pay of each employee subject to the General Schedule." (Section 531.201)

b. **Entitlement to pay—oath of office (5 U.S.C. 2906, 3331).** When an oath of office is required, the appointment of an employee may become effective before the oath of office is executed although no right to pay accrues until the oath is executed. The oath, when executed, relates back to the date of entrance on duty so as to entitle the officer or employee to pay from that date (21 Comp. Gen. 817). An appointment may be effective on a nonworkday provided the employee enters upon duty the next workday (24 Comp. Gen. 150). An employee of one agency who is designated to administer oaths may, on occasion, administer the oaths of office to employees of other Federal agencies (37 Comp. Gen. 649). If service is continuous and in the same agency, a renewal of an oath of office is not required on a change of status, unless, in the opinion of the head of the agency or independent establishment or the Commissioners of the District of Columbia, the public interests require such renewal (5 U.S.C. 2905). When an employee is restored to duty in accordance with section 5596 of title 5, United States Code, a new oath of office or other appointment affidavits are not required (28 Comp. Gen. 563). Similarly, a retroactive restoration of an employee recommended by the Commission does not require the employee to execute a new oath of office or other appointment affidavits (28 Comp. Gen. 489).

S2-2. DEFINITIONS

a. **Law.** "(*a*) *For the purpose of this subchapter 'agency', 'employee', 'position', 'class', and 'grade' have the meaning given them by section 5102 of this title.*" (5 U.S.C. 5331)

b. **Regulation.** "In this subpart:

"(a) *Demotion* means a change of an employee, while continuously employed from:

"(1) One General Schedule grade to a lower General Schedule grade, with or without reduction in pay; or

"(2) A higher rate paid under authority other than subchapter III of chapter 53 to a lower rate within a General Schedule grade.

"(b) *Agency* has the meaning given that word by section 5102 of title 5, United States Code.

"(c) *Employee* means an employee of an agency to whom this subpart applies.

"(d) *Existing rate of basic pay* means the rate received immediately before the effective date of a transfer, promotion, demotion, or within-grade increase.

"(e) *Higher grade* means a General Schedule grade above the last previous General Schedule grade or its equivalent held by the employee.

"(f) *Highest previous rate* means the highest rate of basic pay previously paid to an individual while employed in a position in a branch of the Federal Government (executive, legislative, or judicial), a mixed ownership corporation, or the government of the District of Columbia, irrespective of whether or not the position was subject to the General Schedule.

"(g) *New appointment* means the first appointment, regardless of tenure, as an employee of the Federal Government or the government of the District of Columbia.

"(h) *Promotion* means a change of an employee, while continuously employed, from:

"(1) One General Schedule grade to a higher General Schedule grade; or

"(2) A lower rate paid under authority other than subchapter III of chapter 53 of title 5, United States Code, to a higher rate within a General Schedule grade.

"(i) *Rate of basic pay* means the rate of pay fixed by law or administrative action for the position held by an employee before any deductions and exclusive of additional pay of any kind.[1]

"(j) *Reassignment* means a change of an employee, while serving continuously in the same agency, from one position to another without promotion or demotion.

"(k) *Reemployment* means an employment, including reinstatement or another type of appointment, after a break in service of at least one full workday.

"(l) *Transfer* means a change of an employee, without a break in service of one full workday, from one branch of the Federal Government (executive, legislative, or judicial) to another or from one agency to another." (Section 531.202)

S2–3. NEW APPOINTMENTS

a. **Law.** "*(a) New appointments shall be made at the minimum rate of the appropriate grade. However, under regulations prescribed by the Civil Service Commission which provide for such considerations as the existing pay or unusually high or unique qualifications of the candidate, or a special need of the Government for his services, the head of an agency may appoint, with the approval of the Commission in each specific case, an individual to a position in GS–11 or above at such a rate above the minimum rate of the appropriate grade as the Commission may authorize for this purpose. The approval of the Commission in each specific case is not required with respect to an appointment made by the Librarian of Congress.*" (5 U.S.C. 5333)

b. **Regulation.** "*General provisions.* (a) *New appointments.* Except as provided by section 5333(a) of title 5, United States Code, and paragraph (b) of this section, a new appointment is made at the minimum rate of the grade, or when the minimum rate of the grade of a position has been set under part 530 of this chapter, a new appointment to that position is made at the minimum rate set under part 530 of this chapter." (Section 531.203)

c. **Fixing the rate.** (1) Except as provided in subsection d of this section, all new appointments made to positions covered by subchapter III of chapter 531 of title 5, United States Code, are required to be made at the minimum rate of basic pay established for those positions. Even though an employee has previously served under a contract of employment authorized by section 15 of Public Law 79–600 he is considered to be a new appointee under section 5334(b) of title 5, United States Code (30 Comp. Gen. 347; 42 id. 114).

(2) In other appointment actions, the question of whether a rate higher than the minimum rate may be paid is governed by section 531.203 (b) and (c) of the pay regulations. If an employee receives a new appointment and is paid at a rate higher than the minimum, he must refund the excess amount received because of the erroneous payment (31 Comp. Gen. 177).

(3) When new entrance rates or higher minimum rates within the grade are established by the Commission for positions in hard-to-fill categories in a particular area or location, the rates of basic pay for new appointments to, or official placements in, those positions must be based on these higher rates.

(4) When pay is fixed for any office or position by or pursuant to statute and there exists no specific authority for the payment of an amount less than that specifically provided, the amount so fixed must be paid to the person filling the office or position and there can be no valid waiver of all or any part of the pay so provided. In the absence of statutory authority therefor, there are no circumstances under which an individual appointed to a position in the Federal service may legally waive his ordinary right to the pay fixed by or pursuant to law for the position, and there is

---

[1] A rate of basic pay may include the reasonable values of quarters, assistance, and other maintenance allowances under chapter 59, of title 5, United States Code.

no basis on which the employee may be estopped from claiming and receiving such pay (26 Comp. Gen. 956; 32 id. 236).

(5) The pay rates paid to employees of Public International Organizations cannot be used in fixing initial pay rates since they are not Federal pay (28 Comp. Gen. 433 citing 23 Comp. Gen. 564, id. 744, 25 id. 38).

d. **Appointments above the minimum of GS-11 and above because of superior qualifications.** *Regulation.* "(b) *Superior qualifications appointments.* (1) A 'superior qualifications appointment' means an appointment to a position in grade 11 or above of the General Schedule at a rate above the minimum rate of the appropriate grade under authority of section 5333(a) of title 5, United States Code, and with the prior approval of the Commission (except for positions in the Library of Congress), because of the superior qualifications of the candidate.

"(2) An agency may make a superior qualifications appointment by new appointment or by reemployment except that when made by reemployment, the candidate must have a break in service of at least 90 calendar days from his last period of Federal employment or employment with the government of the District of Columbia (other than (i) employment under an appointment as an expert or consultant under section 3109 of title 5, United States Code, (ii) employment under a temporary appointment effected primarily in furtherance of a postdoctoral research program or effected as a part of a predoctoral or postdoctoral training program during which the employee receives a stipend, or employment under a temporary appointment of a graduate student when the work performed by the student is the basis for completing certain academic requirements for an advanced degree, (iii) employment as a member of the Commissioned Corps of the National Oceanic and Atmospheric Administration or the Commissioned Corps of the Public Health Service, or (iv) employment which is not both fulltime employment and the principal employment of the candidate)." (Section 531.203)

→NOTE: Appointing procedures and criteria to be applied in considering candidates for these appointments are contained in FPM Chapter 338.←

★ ★ ★ ★ ★

S2–4. POSITION OR APPOINTMENT CHANGES

a. **General rule.** (1) *Law.* "*(a) The rate of basic pay to which an employee is entitled is governed by regulations prescribed by the Civil Service Commission in conformity with this subchapter and chapter 51 of this title when—*

"*(1) he is transferred from a position in the legislative, judicial, or executive branch to which this subchapter does not apply;*

"*(2) he is transferred from a position in the legislative, judicial, or executive branch to which this subchapter applies to another such position;*

"*(3) he is demoted to a position in a lower grade;*

"*(4) he is reinstated, reappointed, or reemployed in a position to which this subchapter applies following service in any position in the legislative, judicial, or executive branch;*

"*(5) his type of appointment is changed;*

"*(6) his employment status is otherwise changed; or*

"*(7) his position is changed from one grade to another grade.*

For the purpose of this subsection, an individual employed by the Appalachian Regional Commission under section 106(a) of title 40, appendix, or by a regional commission established pursuant to section 3182 of title 42, under section 3186(2) of that title, who was a Federal employee immediately prior to such employment by a commission and within six months after separation from such employment is employed in a position to which this subchapter applies, shall be treated as if transferred from a position in the executive branch to which this subchapter does not apply." (5 U.S.C. 5334)

(2) *Regulation.* "(c) *Position or appointment changes.* Subject to section 531.204, section 531.515, section 539.201 of this chapter, and section 5334(a) of title 5, United States Code, when an employee is reemployed, transferred, reassigned, promoted, or demoted, the agency may pay him at any rate of his grade which does not exceed his highest previous rate; however, if his highest previous rate falls between two rates of his grade, the agency may pay him at the higher rate. When an employee's type of appointment is changed in the same position, the agency may continue to pay him at his

existing rate or may pay him at any higher rate of his grade which does not exceed his highest previous rate; however, if his highest previous rate falls between two rates of his grade, the agency may pay him at the higher rate." (Section 531.203)

(3) *Legislative branch employees.* (a) Paragraph (c), added to section 5334 of title 5, United States Code, by Public Law 85-432 and Public Law 86-122, effective January 1, 1958, is as follows:

"(c) An employee in the legislative branch who is paid by the Secretary of the Senate or the Clerk of the House of Representatives, and who has completed two or more years of service as such an employee, and a Member of the Senate or House of Representatives who has completed two or more years of service as such a Member, may, on appointment to a position to which this subchapter applies, have his initial rate of pay fixed—

"(1) at the minimum rate of the appropriate grade; or

"(2) at a step of the appropriate grade that does not exceed the highest previous rate of pay received by him during that service in the legislative branch."

(b) Section 5334(a) of title 5, United States Code, gives the Commission authority to issue regulations on fixing pay for employees who are appointed to General Schedule positions after previous government service, while section 5334(c) of title 5, United States Code, provides independently of Commission regulations that certain legislative pay may be used as a basis for paying an initial rate higher than the minimum rate of the grade. Section 5334(c) of title 5, United States Code, does not include the judicial branch. In his decision 41 Comp. Gen. 389, the Comptroller General held that an employee with "less than two years in the legislative branch" may be given the benefit of the highest previous rate when entering a General Schedule position when the provisions of section 5334(a) of title 5, United States Code, apply.

(4) *Appointments.* Appointments need not be effective on a workday but may be made on a holiday or a nonworkday if the employee reports for duty on the first workday thereafter (26 Comp. Gen. 604 cited in 30 id. 344). It is desirable for many reasons that the agency follow the practice, whenever appropriate or practicable to do so, to effect personnel actions at the beginning or end of its pay periods as established under section 5504 of title 5, United States Code.

(5) *Pay adjustments.* There is no authority to reduce an employee's pay in the same grade and position for disciplinary reasons (23 Comp. Gen. 941 and unpublished decision B-138041, January 15, 1959, citing 23 Comp. Gen. 941). If the employee has a change of appointment, however, even though the employee remains in the same position, the pay rate may be changed upward to give the employee increased pay benefits under the regulations governing the "highest previous rate" rule (see section 531.203).

(6) *Highest previous rate.* (a) An employee cannot have pay fixed under the highest previous rate rule if the previous rate was not legally attained (36 Comp. Gen. 73).

(b) A reassignment must become an accomplished fact before it becomes valid. Therefore, a purported reassignment for the purpose of restoring a previous pay rate is not valid when the employee continued to perform the same duties and did not perform the duties of the position to which "reassigned." This case is to be distinguished from that of an employee whose reassignment is actually accomplished and pay is fixed under the authority of section 531.203(b) (now 531.203(c)) of the Commission's pay regulations (36 Comp. Gen. 798).

(c) When an employee's initial rate is fixed at a rate lower than the highest previous rate because funds were not available, the application of the highest previous rate rule may not be postponed and given effect at a later date by administrative action when funds are available (27 Comp. Gen. 550).

(d) There is no authority to pay an employee for a position which the employee does not hold (unless a statutory provision or court decision authorizes an exception). An employee who is repromoted to a higher grade as a result of appeal to a Performance Rating Board may not be paid the pay of the higher position during the period of demotion (unpub. Comp. Gen., B-136814, September 2, 1958, citing 23 Comp. Gen. 486). However, a successful appeal under parts 351, 352, 353, 511, and 752 of the Commission's regulations, may carry with it entitlement to back pay in these cases.

b. **Computation of highest previous rate.** (1) *Regulation.* "(d) *Computation of highest previous rate.* (1) The highest previous rate is based on a regular tour of duty at that rate under an appointment not limited to 90 days or less, or for a continuous period of not less than 90 days under one or more appointments without a break in service.

"(2) The highest previous rate may not be based on (i) a rate received for an appointment as an expert or consultant under section 3109 of title 5, United States Code, or (ii) except as provided in subparagraph (3) of this paragraph, a rate of basic pay established under section 5303 of title 5, United States Code.

"(3) When an employee's rate of basic pay is one established under section 5303 of title 5, United States Code (referred to in this subparagraph as a special rate), the employee's highest previous rate is the rate to which he would have been entitled had the special rate not applied to him. However, with the prior approval of the Commission, an agency may use the special rate as the highest previous rate when:

"(i) The employee is reassigned to a position for which no special rate, or a lesser special rate, has been established; and

"(ii) The agency head, or an employee specifically designated by him for that purpose, determines that the need for the services of the employee, and his contribution to the program of the agency, will be greater in the position to which he is being reassigned.

"The reasons for the determinations required by this subparagraph shall be submitted in writing to the Commission with the request for prior approval.

"(4) If the highest previous rate was earned in a General Schedule position, it is increased by subsequent amendments of the General Schedule. If the highest previous rate was earned in a position not subject to the General Schedule, it is computed as follows:

"(i) The actual rate earned at the time of service computed on an annual basis is compared to the annual rates under the General Schedule as of the time of service to select an equivalent annual rate. When the actual rate is the same as a rate under the General Schedule, the rate under the General Schedule is the equivalent annual rate. When the actual rate is the same as a rate under the General Schedule and that rate occurs within two or more grades under the General Schedule, the rate which gives the employee the maximum benefit when it is converted under subdivision (ii) of this subparagraph is the equivalent annual rate. When the actual rate falls between two rates under the General Schedule, the higher rate is the equivalent annual rate. When the actual rate falls between two rates within the range of two or more grades under the General Schedule, the rate which gives the employee the maximum benefit when it is converted under subdivision (ii) of this paragraph is the equivalent annual rate.

"(ii) The equivalent annual rate determined under subdivision (i) of this paragraph is converted to the equivalent rate under the current General Schedule and that rate is the employee's highest previous rate." (Section 531.203)

(2) *Determining highest previous rate.* (a) A foreign or nonforeign post differential or cost-of-living allowance authorized by statute for overseas employees is ' additional pay" and

is to be distinguished from a basic rate of pay fixed by law (37 Comp. Gen. 285). In determining an employee's highest previous rate, payment of a statutory cost-of-living allowance or post differential is not to be considered as a part of his basic pay for use in fixing his pay in another position, either in the United States or in a foreign area. When an employee's pay was fixed to include the differential as basic pay, the employee must refund overpayments of pay in excess of the authorized base rate under the highest previous rate rule (unpub. Comp. Gen. Dec., B-138302, February 12, 1959).

(b) The employee's highest previous rate used in fixing his initial pay rate may include a within-grade (step) increase earned prior to separation and included in a lump sum leave payment, even though the within-grade (step) increase could not become effective until the beginning of the next pay period after his separation (28 Comp. Gen. 235).

(c) A rate paid to an employee under section 3109 of title 5, United States Code, may not be used as the highest previous rate (30 Comp. Gen. 375; 42 id. 114).

(d) Before a special rate (i.e., a rate paid under 5 U.S.C. 5303) may be used as an employee's highest previous rate, the head of the agency, or an administrative officer in the central office who is equipped to make such a determination by virtue of the position he holds, must determine that the reassignment is necessary in the interest of good management. The basis for the determination must be submitted to the Commission for review and approval.

(3) *Objectional use of highest previous rate.* When an employee is demoted at his own request with the prospect of repromotion back to the former grade as soon as possible under merit promotion rules (e.g., a demotion to acquire status), agencies should select a rate in the lower grade which upon promotion back will place the employee in the rate in the higher grade which he would have attained had he remained in that grade.

(4) *Regulation.* "(*e*) *Agency classification action.* When an agency regrades a position to a grade higher than the one to which the position had been classified by Commission action, and when subsequent to the regrading, the Commission again classifies the position to the grade which it had originally assigned the position, the rate attained by the employee in the higher grade may not be used as his highest previous rate." (Section 531.203)

(5) *Position classification actions.* (a) Employees whose positions are administratively regraded to higher grades but upon review by the Civil Service Commission are classified to lower grades, although above those held prior to the regrading action by the agency, are to be considered as having received promotions to the grades in which their positions finally are placed. Therefore, the pay rate is set as on a promotion (30 Comp. Gen. 319). However, when the Commission classifies a position in a lower grade than the one to which the position was initially allocated by the agency, the rates of pay in the higher grade may be used as the employee's highest previous rate.

(b) An employee occupying a position initially classified by the Commission, which position is subsequently regraded upward by the agency, but upon review by the Commission certified to the lower grade—no revision of the Commission's standards and procedures being involved—may not, under rate fixing authority of regulation 531.203(b) (now 531.203(c)), be permitted to use the rate in the higher grade as his highest previous rate. However, when the Commission's review results in a regrading to one grade lower than initially classified, the employee may, under regulation 531.203(b) (now 531.203(c)) receive the benefit of the highest previous rate held by him while occupying the position as initially classified by the Commission (33 Comp. Gen. 354).

(6) *Simultaneous actions. Regulation.* "(f) *Simultaneous actions.* When a position or appointment change and entitlement to a

higher rate of pay occur at the same time, the higher rate of pay is deemed an employee's existing rate of basic pay. If the employee is entitled to two pay benefits at the same time, the agency shall process the changes in the order which gives the employee the maximum benefit." (Section 531.203)

S2–5. PROMOTIONS

a. **Basic requirements.** (1) *Law.* "*An employee who is promoted or transferred to a position in a higher grade is entitled to basic pay at the lowest rate of the higher grade which exceeds his existing rate of basic pay by not less than two step-increases of the grade from which he is promoted or transferred. If, in the case of an employee so promoted or transferred who is receiving basic pay at a rate in excess of the maximum rate of his grade, there is no rate in the higher grade which is at least two step-increases above his existing rate of basic pay, he is entitled to—*

"*(1) the maximum rate of the higher grade; or*

"*(2) his existing rate of basic pay, if that rate is the higher. If an employee so promoted or transferred is receiving basic pay at a rate saved to him under section 5337 of this title on reduction in grade, he is entitled to—*

"*(A) basic pay at a rate two steps above the rate which he would be receiving if section 5337 of this title were not applicable to him; or*

"*(B) his existing rate of basic pay, if that rate is higher.*" (5 U.S.C. 5334(b))

(2) *Regulation.* "(a) *Promotions and transfers.* (1) The requirements of section 5334 (b) of title 5, United States Code, apply only (i) to a transfer from one General Schedule position to a higher General Schedule position, and (ii) to a promotion from one General Schedule grade to a higher General Schedule grade.

"(2) For the purpose of section 5334(b) of title 5, United States Code, *existing rate of basic pay* includes a special rate authorized under section 5303 of title 5, United States Code, for a General Schedule grade." (Section 531.204)

(3) *Promotion from a special pay rate position.* Special pay rates established under authority of section 5303 of title 5, United States Code, are basic rates of pay. When an employee is promoted or transferred to a higher General Schedule grade he is entitled, under section 5334(b) of title 5, United States Code, to no less than a two-step increase above the existing rate of pay, unless the equivalent of a two-step increase above the existing rate of pay is in excess of the maximum rate of the grade to which promoted. In that case, the employee is entitled to either the maximum rate of the higher grade, or his existing rate of basic pay, if the existing rate is higher.

b. **Applicability of requirements.** (1) *Effective date of promotion.* A promotion cannot be made retroactively effective. It is effective only from the date administrative action is taken by the administrative officer vested with proper authority to take such action (33 Comp. Gen. 140, 141; and see 37 *id.* 492 at page 495).

(2) *Mandatory promotion requirements.* An employee who is promoted when his position is reclassified upward one grade by the Civil Service Commission, and then appeals, which results in a further reclassification upward to the next higher grade, is entitled upon each promotion to the benefits of the mandatory promotion rule (32 Comp. Gen. 553; 31 *id.* 266).

(3) *Error requires refund.* An employee whose pay is erroneously fixed at a rate in the higher grade must refund the amount received in excess of the rate to which he was entitled (unpub. Comp. Gen. Dec., B-137672, November 3, 1958).

(4) *Temporary promotion.* The pay rate received during periods of temporary promotion may be used in establishing the initial pay rate for an employee, if the highest previous rate provisions in the Commission's regulations are followed (35 Comp. Gen. 370).

S2–6. CLASSIFICATION APPEAL DECISIONS

a. **Regulation.** "(b) *Classification decisions.* When a classification decision is made effective retroactively under part 511 of this chapter, the agency shall treat the corrective personnel action affecting the employee concerned as a cancellation or correction, as the case may be, of the original action of demotion, and the employee is entitled to retroactive pay in accordance with the terms of the corrective action." (Section 531.204)

b. **Effective date.** When the employee appealed a downgrading of his/her position from grade GS-8 to grade GS-7, and on appeal it was determined that it should be reclassified at the higher grade GS-9, the employee is entitled to retroactive corrective action only to the extent of restoration to the level of the grade from which demoted, and advancement to grade GS-9 constitutes a promotion which can be effective only from the date of administrative action (35 Comp. Gen. 153).

S2-7. GENERAL PAY-FIXING GUIDES

a. **Effective date.** (1) *Normal.* The effective date of changes in pay rates due to the administrative classifying or regrading of positions is the date on which the action is taken by the administrative office to classify or regrade the position or such later date as may be administratively fixed (30 Comp. Gen. 156). This later date must be within a reasonable period of time (37 Comp. Gen, 492).

(2) *Retroactive.* An employee who is qualified for his or her official position and performs its duties, but who through administrative error is not paid the lawful pay attaching to the position, may have his or her pay corrected retroactively effective by an appropriate administrative action. This corrective payment is not to be regarded as a retroactive promotion such as ordinarily is prohibited by law (30 Comp. Gen. 94;37*id.*774;*id.*300). Since an employee upon reemployment has no vested right to a previous rate of pay, the correction of a rate fixed for him (when he or she was reemployed by the department at a lower rate) can be accomplished only by administrative action showing that, in fact, an error was made in fixing his or her pay at that rate (31 Comp. Gen. 15 and 32 *id.* 211). However, where administrative actions fixing pay rates lower than those permitted under the pay regulations were proper under agency instructions at the time taken, those actions may not be disturbed since no proper basis exists for changing them, even though the agency stated the instructions were based upon an erroneous administrative interpretation of the regulations and Comptroller General's decision in 30 Comptroller General 319 (32 Comp. Gen. 463).

b. **Erroneous reinstatement.** When an employee was reinstated in error, and no bad faith was shown on his or her part, the employee may retain pay received during the notice prior to his being separated on the basis of disqualification. The pay would include a within-grade increase to which he became entitled during such notice period, and which increase was used in computing his or her lump-sum payment for annual leave (30 Comp. Gen. 139).

c. **Administrative error.** *Lower rate.* When the agency fixed the employee's rate, through administrative error, at the minimum rate of the General Schedule grade instead of at the highest rate he had previously earned—contrary to the agency's administrative policy—retroactive pay adjustment may be made (34 Comp. Gen. 380). However, when the employee's pay on reemployment was fixed at the minimum rate under administrative regulation, action taken to change the pay rate retroactively to permit payment at the highest previous rate is in error. The employee has no vested right on reemployment to receive the highest previous pay rate; it is within administrative discretion to fix such rate at the minimum step of the grade to which appointed (unpub. Comp. Gen. Dec., B-138474, March 10, 1959).

d. **Use of wage rates.** When a wage employee transfers to a position subject to the General Schedule and his or her rate is fixed under the highest previous rate rule, and there is no established administrative policy or administrative regulations requiring transfer or appointment at the highest pay previously attained, he or she may not have the per annum rate adjusted based on a retroactive increase in the wage rate. When an agency has no policy for fixing rates under the Commission's pay regulation, the rate fixed at the time of transfer is correct, and the principle that retroactive adjustments may be made where bona fide errors occur in effecting administrative policy and regulations does not apply (unpub. dec. B-134611, December 31, 1957; see 31 Comp. Gen. 15).

e. **Pay for intermittent employment.** There are no provisions in chapter 53 of title 5, United States Code, authorizing a full day's pay for services *less* than the length of the normal workday; nor is pay authorized for any number of hours less than those actually worked. Accordingly, it follows that, generally, the pay of employees appointed on a when-actually-employed basis is determined in the same manner as that of full-time employees. Exceptions to the general rule occur in those instances when w.a.e. employees have no administratively established workweeks and perform services in excess of 40 hours per week for one or both of the weeks in the biweekly pay period. Such employees are entitled to *straight-time* pay for all hours worked irrespective of whether services be performed in excess of 40 hours per week (34 Comp. Gen. 471).

f. **Details.** (1) *To proposed position.* When a present employee is merely detailed to perform the duties of a projected new position, as distinguished from actually being appointed or assigned to the position itself, pay may not be adjusted until the detail is terminated and the employee is given an appointment to the new position. If a definite commitment has been made, and accepted, and some definite written evidence is currently recorded to show the action taken, the pay rate may be regarded as effective from the date appropriate administrative action is taken, but not prior to the date of such definite commitment and acceptance (see 24 Comp. Gen. 816; 24 *id.* 563 dist.).

(2) *To another position.* Where an employee is detailed to another position, his ◆ or her ◆ official position is unchanged by the detail (37 Comp. Gen. 718; and 33 *id.* 96). This assumes that the requirements on details have been followed. See unpublished Comptroller General's Decision B–131827, December 2, 1957, where an informal assignment of several years' duration which the agency administratively reported as a detail, but which did not comply with 5 U.S.C. 3341, constituted an official change of position at the time of the assignment for within-grade increase purposes.

(3) *When incumbent is not eligible for promotion.* When the incumbent's position is reclassified upward, and he ◆ or she ◆ meets the qualification standard for the upgraded position, but he is not eligible for promotion because he has not met the time-in-grade requirements, the employee is to be regarded as remaining in status quo as on detail until he is eligible for promotion, entitling him upon promotion to receive the rate of the higher grade (34 Comp. Gen. 179).

g. **Voluntary services.** Unless specifically provided by statute, "*No officer or employee of the United States shall accept voluntary service for the United States* * * except in cases of emergency involving the safety of human life or the protection of property.*" (31 U.S.C. 665–(b))

S2–8. SAVING PROVISION

Specific legislative authorizations for salary retention usually are enacted or become applicable when groups of positions are brought under the General Schedule for the first time by law or in executive branch reorganizations. While there have been a number of such saving clause enactments, most of them have become obsolete with the passage of time and separation or reassignment of the incumbents. Now, however, ◆ the conversion of an employee who, together with his or her position, is brought under the General Schedule is covered by the grade and pay retention provisions of 5 U.S.C. 5361–66. The instructions for these actions are in Book 536 of FPM Supplement 990–2, and the regulations are in 5 CFR Part 536. ◆

◆ S2–9. PAY DETERMINATION UPON LOSS OF MERIT PAY STATUS

Under 5 CFR 531.204(d), an employee who loses his or her merit pay status as a result of a prospectively effective change in the agency's merit pay coverage determination is entitled to basic pay at the lowest rate of the grade of his or her position that is equal to or greater than his or her existing rate of basic pay under the Merit Pay System. It is important to note that when an employee loses his or her merit pay status as a result of a prospectively effective change in the agency's merit pay coverage determination, no position or appointment change occurs. Therefore, the highest previous rate provisions of the regulations cannot be applied in such a situation. However, when an employee loses his or her merit pay status as a result of a change in position, the highest previous rate provisions are applicable. ◆

Subchapter S3. Pay Adjustments for Supervisors

S3–1. LEGAL AUTHORITY

a. **Law.** "*Under regulations prescribed by the Civil Service Commission, an employee in a position to which this subchapter applies, who regularly has responsibility for supervision (including supervision over the technical aspects of the work concerned) over employees whose pay is fixed and adjusted from time to time by wage boards or similar administrative authority as nearly as is consistent with the public interest in accordance with prevailing rates, may be paid at one of the rates for his grade which is above the highest rate of basic pay being paid to any such prevailing-rate employee regularly supervised, or at the maximum rate of his grade, as provided by the regulations.*" (5 U.S.C. 5333(b))

b. **Executive Order 11073.** The President, in section 404 of the Executive order has directed the Civil Service Commission, in prescribing regulations for higher rates of pay pursuant to section 5333(b) of title 5, United States Code, to give effect to the following:

(1) An irregular prevailing rate (such as the saved rate of a prevailing-rate employee not related to his current position) shall not serve to advance the pay rate of a supervisor paid under the General Schedule.

(2) The relative rate-ranges of a General Schedule supervisor and a prevailing-rate employee supervised by him shall be considered as well as the specific rate either is receiving at a given time.

(3) Due consideration shall be given to equities among General Schedule supervisors as well as those between a General Schedule supervisor and a prevailing-rate employee supervised by him.

c. **Regulation.** "*Authority of agency.* This subpart authorizes an agency to make a special adjustment in the pay of a supervisor in a General Schedule position who regularly has responsibility for supervision over one or more wage board employees. In making this pay adjustment an agency is governed by section 5333(b) of title 5, United States Code." (Section 531.301)

S3–2. GENERAL

a. **Definitions.** (1) *Regulation.* "*Definitions.* In this subpart:

"(a) *Wage board employee* means an employee whose pay is fixed and adjusted from time to time by a wage board or similar administrative authority as nearly as is consistent with the public interest in accordance with prevailing rates or in accordance with prevailing rates and practices in the maritime industry.

"(b) *Rate of basic pay* means the rate of pay fixed by law or administrative action for the position held by an employee before any deductions and exclusive of additional pay of any kind." (Section 531.302)

b. **Compensation by agencies.** *Regulation.* "*Use of authority.* In determining whether to use the authority under section 5333(b) of title 5, United States Code, and this subpart, an agency shall consider (a) the relative rate-ranges of the supervisor and the wage board employee supervised by him as well as the specific rate either is receiving at the time, and (b) the equities among supervisors in the same organizational entity as well as the equities between the supervisor and the wage board employee supervised by him." (Section 531.303)

S3–3. REQUIREMENTS

a. **Responsibility for supervision.** *Regulation.* "*Requirements for entitlement.* (a) *Basic.* Before an agency may adjust the pay of a supervisor under section 5333(b) of title 5, United States Code, and this subpart, it must find that (1) the supervisor regularly has responsibility for supervision (which must include supervision over the technical aspects of the work concerned) over one or more wage board employees, and (2) the rate of basic pay for the supervisor is less than the rate of basic pay for the wage board employee supervised by him.

"(b) *Regular responsibility.* A supervisor regularly has responsibility for supervision when this responsibility is a continuing assignment as reflected in his official position description.

"(c) *Responsibility for supervision.* A supervisor has responsibility for supervision (including supervision over the technical aspects of the work concerned) when he has relatively frequent personal contact with the wage board employees in the unit in connection with assigned work and when he personally or through an intermediate wage board supervisor:

"(1) Determines assignments or duties for individual wage board employees;

"(2) Makes reviews of work products of individual wage board employees when the reviews require a substantial subject matter or technical knowledge;

"(3) Plans and organizes work with primary emphasis on distribution of assignments, workloads of individual wage board employees, work item priorities, and schedules for timely completion of work items, projects, or cases;

"(4) Provides advice, assistance, counsel, or instructions to individual wage board employees;

"(5) Evaluates the performance of individual wage board employees; and

"(6) Serves as the focal point for discussion of problems arising from, or associated with, specific work products of the unit." (Section 531.304)

b. **Basis for comparison.** *Regulation.* "(d) *Rate of basic pay.* (1) In comparing the rate of basic pay for a supervisor with the rate of basic pay for a wage board employee supervised by him, an agency shall exclude from the wage board employee's rate (i) any irregular prevailing rate, such as a retained rate not related to his current position, and (ii) night differential.

"(2) When an agency excludes an irregular prevailing rate for the wage board employee from comparison, the agency shall consider the highest rate of the regular prevailing rate for the position occupied by the wage board employee." (Section 531.304)

S3-4. ADJUSTMENT OF RATES

a. **Regulation.** "*Adjustment of rates.* (a) *Rate payable to supervisor.* (1) Except as provided in subparagraph (2) of this paragraph, when an agency decides to adjust the rate of pay for a supervisor under section 5333(b) of title 5, United States Code, and this subpart, it shall adjust his rate of pay to the nearest rate (but not above the maximum rate) of his grade which exceeds the highest rate of basic pay (excluding night differential) paid to any wage board employee for whom the supervisor regularly has responsibility for supervision.

"(2) When a supervisor is in an area in which he receives a cost-of-living allowance or post differential based on hardship, and the wage board employee he supervises does not receive a separately stated cost-of-living allowance or post differential, the agency shall add to the supervisor's rate of basic pay his cost-of-living allowance or post differential and use the total to adjust his rate of pay under subparagraph (1) of this paragraph.

"(b) *Documentation.* The agency shall record the basis for the determination of the supervisor's adjusted rate in his Official Personnel Folder.

"(c) *Effective date.* The adjustment of a supervisor's rate of pay under this subpart is effective on the first day of the first pay period following the date on which the agency determines to make the adjustment under section 5333(b) of title 5, United States Code, and this subpart.

"(d) *Equivalent increase.* An adjustment in pay under section 5333(b) of title 5, United States Code, and this subpart is an equivalent increase in pay under section 5325 of title 5, United States Code." (Section 531.305)

b. **New appointments.** An agency may make a a new appointment of a supervisor at the nearest rate within his grade which is above the highest rate of basic pay being paid to any wage board employee for whom he regularly has responsibility for supervision.

c. **Recording.** (1) In recording the basis for the agency's determination of the supervisor's rate, the information may be shown under *Remarks* of the SF 1126 or SF 50 (for example, "$6,652 highest basic rate of pay of wage board employee(s) regularly supervised"), or on the SF 52 or other document filed on the left side of the folder.

(2) When an agency makes a new appointment of a supervisor at a rate within his grade higher than the minimum rate at which he is appointed, information should be recorded under *Remarks* of the SF 1126 or SF 50, or on the SF 52 or other document filed on the left side of the folder, indicating that his rate of pay was adjusted simultaneously with the new appointment at the minimum rate to provide that his pay would be above the highest rate of basic pay being paid any wage employee for whom he regularly has responsibility for supervision.

Subchapter 4. Within-Grade Increases

S4-1. APPLICABILITY

Applicability. This subchapter applies to employees who occupy permanent positions classified and paid under the General Schedule. It also applies to an employee who is occupying a permanent position in another pay schedule if he or she is retaining a General Schedule grade in accordance with Part 536 of Title 5, Code of Federal Regulations, and if the employee is paid at less than the maximum rate of his or her grade. The information contained in this subchapter does not apply to (1) employees who are covered by the Merit Pay System established under chapter 54 of title 5, United States Code; (2) members of the Senior Executive Service established under subchapter II of chapter 31 of title 5, U.S.C.; (3) individuals appointed by the President by and with the advice and consent of the Senate; (4) employees of the government of the District of Columbia; and (5) any other employee who is not covered by 5 U.S.C. 5102.

S4-2. INTRODUCTION

a. **General.** An employee occupying a permanent position under the General Schedule, who has not reached the maximum rate of pay of his or her grade, is entitled to the next higher rate of pay for that grade (i.e., a within-grade increase) provided (1) the employee has completed the required waiting period; (2) the employee has performed at an acceptable level of competence; and (3) the employee has not received an equivalent increase during that period. The statutory language—"*shall be advanced in pay*"—contained in 5 U.S.C. 5335(a) is mandatory. However, this means that an employee has a vested right to a within-grade increase only after all eligibility requirements are met.

b. **Legal basis.** Section 5335 of title 5, United States Code, constitutes the authority for granting within-grade increases to employees occupying positions subject to the General Schedule. The Office's authority to issue regulations (5 CFR Part 531, Subpart D) and guidance is derived from 5 U.S.C. 5338, and section 402 of Executive Order 11721.

c. **Examples.** Extensive use is made in this subchapter of examples for clarification purposes. Some of the examples used in subchapter 4, use the rate schedules provided in appendix C of book 531, and are identified by an asterisk. These schedules have been developed solely for use in the examples contained in book 531, and are not to be used for any other purpose.

S4-3. DEFINITIONS

The following definitions are provided for the convenience of the users of this manual. These definitions are also contained in 5 CFR 531.403, however, in this subchapter some of the definitions have been expanded for clarification purposes.

In this subchapter:

"Acceptable level of competence" means a level of performance identified by an employing agency at which the performance by an employee of the duties and responsibilities of his or her assigned position is fully acceptable (or equivalent terms such as fully successful used in the agency's performance appraisal plan) and warrants advancement to the next higher step of the grade of his or her position. An employee whose current performance with respect to any critical element is unacceptable, as defined in 5 CFR 430.101(a)(3), is not performing at an "acceptable level of competence." Further, absent unusual circumstances, an employee whose overall performance during the waiting period is at the minimum level required for retention in the position, but below a fully acceptable level, is not performing at an "acceptable level of competence;"

"Agency" has the meaning given it by 5 U.S.C. 5102;

"Calendar week" means a period of any seven consecutive calendar days;

"Critical element" has the meaning given it by 5 CFR 430.202(e);

"Employee" means an employee of an agency;

"Equivalent increase" means an increase or increases in an employee's rate of basic pay equal to or greater than the difference between the rate of pay for the General Schedule grade and step occupied by the employee and the rate of pay for the next higher step of that grade. In a situation where an employee is moving from one General Schedule grade to another, or from a pay system other than the General Schedule into the General Schedule, the "equivalent increase" is based on the grade of the position the employee holds after the movement. An employee receiving a retained rate of pay in accordance with 5 U.S.C. 5363 who is transferred or promoted to a higher grade has received an "equivalent increase" even if his or her actual rate of pay has not increased. (43 Comp. Gen. 507, 43 *id.* 701)

"Military service" has the meaning given it in 5 U.S.C. 8331(13) and includes honorable active service in the armed forces, the Regular or Reserve Corps of the Public Health Service after June 30, 1960, or as a commissioned officer of the Environmental Science Services Administration after June 30, 1961;

"Permanent position" means a position filled by an employee whose appointment is not designated as temporary by law and not limited to 1 year or less, and includes a temporary or term promotion of more than 1 year. The term does not include a position filled by an employee whose appointment is limited to 1 year or less and subsequently extended so the total time of the appointment exceeds 1 year.

"Rate of basic pay" means the rate of pay fixed by law or administrative action for the position held by an employee before any deductions, and exclusive of additional pay of any kind.

"Scheduled tour of duty" means any work schedule established for an employee in accordance with the regular procedure of the establishment of workweeks contained in 5 CFR 610.111. For a full-time employee, this includes the basic 40-hour workweek. For a part-time employee, this is any regularly scheduled work of less than 40 hours during the administrative workweek;

"Waiting period" means the minimum time requirement of creditable service to be considered for a within-grade increase;

"Within-grade increase" means a periodic increase in an employee's rate of basic pay from one step of the grade of his or her position to the next higher step of that grade in accordance with 5 U.S.C. 5335.

S4-4. CREDITABLE SERVICE

a. **General.** Under 5 CFR 531.406, there are various types of service that are creditable toward the completion of a waiting period or, in some situations, successive waiting periods. (S4-5c of this subchapter contains information and examples concerning whether service is creditable toward the completion of a single waiting period or successive waiting periods.)

(1) Civilian employment in any branch of the Federal Government (executive, legislative, or judicial) or with a Government corporation as defined in section 103 of title 5, United States Code, is creditable service in the computation of a waiting period. Service credit is given during this employment for periods of annual, sick, and other leave with pay; advanced annual and sick leave; service under a temporary appointment, and continuation of pay as addressed in section 8118 of title 5, United States Code.

(2) Military service is creditable service in the computation of a waiting period when an employee is restored or reemployed with the Federal Government within 52 calendar weeks following separation from such service. In addition, if the employee is hospitalized when separated from the military service, the military service is creditable if the employee was not hospitalized for more than 1 year immediately following separation from the military service and if he or she is reemployed within 52 calendar weeks following release from the hospital. (See **EXAMPLE 5.**)

(3) Except as provided in paragraph b. below, time in a nonpay status is creditable service in the computation of a waiting period for an employee with a scheduled tour of duty, regardless of whether the employee is full-time or part-time, when it does not exceed, in the aggregate:

—Two workweeks in the waiting period for steps 2, 3, and 4;
—Four workweeks in the waiting period for steps 5, 6, and 7;
—Six workweeks in the waiting period for steps 8, 9, and 10.

With the exception of those nonpay status periods specifically addressed in paragraph b. below as being totally creditable toward the completion of a waiting period(s), time in a nonpay status in excess of the allowable amount shall extend the waiting period by the excess amount of time in a nonpay status.

For a full-time employee with a scheduled tour of duty of Monday through Friday, 8:00 a.m. to 4:30 p.m., the workweek consists of 40 hours. Therefore, such an employee may receive credit for 80 hours in a nonpay status toward the completion of the waiting period for advancement to steps 2, 3, and 4; 160 hours toward 5, 6, and 7; and 240 hours toward steps 8, 9, and 10. (See **EXAMPLES 1, 2,** and **3.**)

EXAMPLE 1

01–13–80—A full-time permanent employee is promoted to GS–5, step 1.

07–28–80—The employee is placed on leave without pay (LWOP).

08–11–80—The employee returns to a pay status.

Upon the employee's return it is determined that he or she has been on LWOP for 80 hours. Based on the fact that one workweek is equal to 40 hours, it can be determined that the employee has two workweeks in a nonpay status, and provided the employee does not have any more LWOP during the waiting period, he or she will complete the required waiting period on 01–10–81. His or her within-grade increase will be effective on 01–11–81.

EXAMPLE 2

01–13–80—A full-time employee receives a promotion to GS–5, step 1.

09–08–80—The employee commences LWOP.

01–11–81—The employee's within-grade increase is due.

01–12–81—The employee returns to a pay status.

Upon the employee's return it is determined that he or she has been on LWOP for a total of 720 hours. Based on the employee's scheduled tour of duty, Monday through Friday, 8:00 a.m. to 4:30 p.m., it can be determined the employee is entitled to have 80 hours (two workweeks) of the time spent in a nonpay status credited toward completion of the waiting period for advancement to step 2. Therefore, the employee actually has 640 hours of excess LWOP. In order to determine the new date on which the waiting period will end, the hours of LWOP must be converted to days or, if appropriate, days and hours (640 divided by 8 equals 80 workdays). The waiting period is extended by 80 workdays from 01–10–81 to 05–01–81 (01–10–81 plus 80 workdays equals 05–01–81). The employee would then be eligible to be advanced to step 2 on 05–03–81, the first day of the first pay period following completion of the waiting period.

For a part-time employee with a scheduled tour of duty of Monday, Wednesday, and Friday, 8:00 a.m. to 4:30 p.m., the workweek consists of 24 hours. Therefore, this employee may receive credit for 48 hours in a nonpay status from his or her scheduled tour of duty toward the completion of the waiting period for advancement to steps 2, 3, and 4; 96 hours toward steps 5, 6, and 7; and 144 hours toward steps 8, 9, and 10.

EXAMPLE 3

01–13–80—A permanent part-time employee with a scheduled tour of duty of Monday, Wednesday, and Friday, 8:00 a.m. to 4:30 p.m., receives a promotion to GS–5, step 1.

07–28–80—The employee is placed on LWOP.

08–11–80—The employee returns to a pay status.

The method used in computing the number of workweeks of creditable service is the same as the one used in **EXAMPLE 1.** However, in this example, the employee's workweek consists of 24 hours, so the employee may receive credit for 48 hours of LWOP from his or her scheduled tour of duty toward the completion of the waiting period. Provided there is no more LWOP within the waiting period, he or she will be eligible for advancement to step 2 on 01–11–81, the same date as the full-time employee in **EXAMPLE 1,** since the employee only had 48 hours of LWOP.

b. **Leave of absence.** A leave of absence (i.e., nonpay status) from a position in which an employee is covered by Subpart D of 5 CFR 531, whether the employee is on leave without pay or is considered to be on furlough, is creditable service when:

(1) The employee is absent for the purpose of engaging in military service (see **EXAMPLES 13** through **15**);

(2) The employee is receiving compensation payable under subchapter I of chapter 81 of title 5, United States Code, as a result of an injury incurred by the employee in the performance of duty (see **EXAMPLES 9** and **10**);

(3) The employee is performing service that is creditable service under section 8332(b)(5) and (7) of title 5, United States Code (Peace Corps or VISTA) (see **EXAMPLE 11**);

(4) The employee is assigned with a State or local government or institution of higher education under sections 3371–3376 of title 5, United States Code (see **EXAMPLE 12**); or

(5) The employee is temporarily employed by another agency, in a position covered by Subpart D of 5 CFR, Part 531.

In situation (1) above, the employee must return to Federal employment within 52 weeks of his or her separation from military service, or hospitalization continuing thereafter for not more than 1 year, in order for the service to be creditable for within-grade increase purposes.

In situation (2) above, the employee may return to

Federal employment at any time and still receive credit for the period of compensation for within-grade increase purposes (5 U.S.C. 8151).

In situations (2)–(5) only actual service counts even if leave without pay continues after the service ends. In situation (1) all leave without pay is creditable.

In situations (3) through (5) above, the employee must immediately return to a pay status in order for the service to be considered creditable. If the employee is *separated* at any time between the date he or she leaves a pay status and the date of his or her return to a pay status, the service is not creditable for within-grade increase purposes.

c. **Other service that is creditable for within-grade increase purposes.**

(1) The period from the date of an employee's *separation* from Federal service that entitles him or her to a restoration or reemployment right granted by law, Executive order, or regulation to the date of restoration or reemployment with the Federal Government through the exercise of that right is creditable service. (See **EXAMPLES 13** through **15**.)

(2) A period of *separation* during which an employee receives compensation payable under subchapter I of chapter 81 of title 5, United States Code, as a result of an injury incurred in the performance of duty is creditable service when the employee is reinstated to the Federal Government regardless of when the employee returns to Federal employment.

S4–5. REQUIRED WAITING PERIODS FOR WITHIN-GRADE INCREASES

a. **Length of a waiting period.** (1) In accordance with 5 U.S.C. 5335(a), an employee becomes eligible for consideration for a within-grade increase only when he or she has completed the required waiting period. The length of the required waiting period varies depending on the step of the grade to which the employee is to be advanced. (See appendix A for information concerning the computation of waiting periods.) For a full-time or part-time employee with a scheduled tour of duty, the waiting periods for advancement to the following steps in all General Schedule grades are:

—steps 2, 3, and 4—52 calendar weeks of creditable service;

—steps 5, 6, and 7—104 calendar weeks of creditable service; and

—steps 8, 9, and 10—156 calendar weeks of creditable service.

EXAMPLE 4

01–12–81—An employee is appointed and enters on duty as a part-time career conditional GS–5, step 1, employee with a scheduled tour of duty of Monday, Wednesday and Friday, 8:00 a.m. to 4:30 p.m. On 01–12–81, another employee enters on duty as a full-time career conditional GS–5, step 1, employee with a scheduled tour of duty of Monday through Friday, 8:00 a.m. to 4:30 p.m.

01–24–82—Provided that all requirements for within-grade advancement have been met, both employees will receive increases to step 2 on this date. Both employees were required to serve 52 weeks in the waiting period, and the fact that one employee is full-time and the other part-time has no effect on the effective date of the increase.

(2) For an employee without a scheduled tour of duty (intermittent), the waiting periods are:

—steps 2, 3, and 4—260 days of creditable service in a pay status over a period of not less than 52 calendar weeks;

—steps 5, 6, and 7—520 days of creditable service in a pay status over a period of not less than 104 calendar weeks;

—steps 8, 9, and 10—780 days of creditable service in a pay status over a period of not less than 156 calendar weeks.

When an employee is changed from a nonscheduled tour of duty (intermittent) to a scheduled tour of duty, a determination must be made as to when the employee will complete the required waiting period for within-grade advancement. In order to make such a determination, the agency should establish the ending date of the current waiting period based on the date of the employee's change to a scheduled tour of duty. For example, if a GS–5, step 1, employee who has worked 52 days during his or her current waiting period is changed to a scheduled tour of duty on 06–29–80, the date of the end of the waiting period will be 06–27–81 for computation purposes. The agency must then subtract the total number of days worked under the nonscheduled tour of duty (intermittent), at the step 1, from 06–27–81 (06–27–81 minus 52 *workdays* equals 04–16–81). Therefore, the waiting period for advancement to step 2 will end on *04–15–81*, and the within-grade increase will be effective on the first day of the first pay period following 04–15–81, or 04–19–81.

b. **Commencement of a waiting period.** A waiting period begins:

—on the first appointment as an employee of the Federal Government regardless of tenure;

—at the time an employee receives an equivalent increase; or

—after a period of nonpay status or a break in service (alone or in combination) in excess of 52 continuous calendar weeks, unless the nonpay status or break in service is considered creditable service for within-grade increase purposes as explained in S4–4b of this subchapter.

c. **Completion of single or successive waiting periods.** In some situations; e.g., while serving in the military or while on a temporary appointment of less than 1 year, an employee is not eligible for within-grade increases, yet the service is creditable when the employee becomes eligible for his or her within-grade increase. For example, when an employee returns to Federal service within 52 weeks after separation from the military or is converted to a permanent position from a temporary position, the regulations provide that the military service or the service in the temporary position must be credited. Under some circumstances this service may be credited toward the completion of a single waiting period; i.e., the employee is entitled to only one within-grade increase. Under other circumstances the service must be credited toward the completion of successive waiting periods; i.e. the employee is entitled to more than one within-grade increase. The situations presented in paragraph (1) below, illustrate entitlement to one within-grade increase. The situations presented in paragraph (2) below, illustrate entitlement to successive within-grade increases.

(1) Service creditable for one within-grade increase.

(a) When an employee who is otherwise eligible meets the waiting period requirement for a within-grade increase while performing creditable civilian employment, he or she is entitled to receive a single within-grade increase.

(b) When an employee returns to Federal employment from military service that is creditable service toward a within-grade increase within 52 calendar weeks of his or her separation from such service, or hospitalization continuing thereafter for a period of not more than 1 year after separation from the military, the military service is creditable in the computation of a waiting period for one within-grade increase.

EXAMPLE 5

01–27–80—An employee receives a within-grade increase to GS–5, step 2.

01–07–81—The employee is placed on military furlough.

01–12–81—The employee enters military service with a 90-day reemployment right provided by §§2021–2024 of title 38, United States Code.

01–24–81—The waiting period for advancement to step 3 is completed even though the employee cannot receive a within-grade increase on 01–25–81, because he or she is in the military.

01–08–82—The employee is released from the military.

01–23–82—The waiting period for advancement to step 4 is completed even though the employee cannot receive a within-grade increase on 01–24–82, because he or she has not yet returned to Federal employment.

04–08–82—The employee's reemployment right expires.

04–19–82—The employee is reemployed with the Federal Government at the GS–5 level. While the agency may exercise its discretion to reemploy the employee at either step 1 or step 2, the military service is creditable for an additional within-grade increase because there has not been a break in service in excess of 52 weeks. If the agency reinstated the employee at step 1, he or she would immediately advance to step 2. If the agency reinstated the employee at step 2, he or she would immediately advance to step 3.

(c) Time in a nonpay status for an employee with a scheduled tour of duty when the aggregate does not exceed that provided in 5 CFR 531.406 (b)(2), is creditable in the computation of a waiting period for one within-grade increase. (See paragraph S4–4(a)(3) of this subchapter and **EXAMPLE 1.**)

(d) When an employee on a temporary appointment of less than 1 year is converted to a permanent appointment (including another temporary appointment with a duration of more than 1 year) he or she is entitled to receive one within-grade increase provided;

(i) The employee does not receive an increase in his or her rate of basic pay, at the time of conversion, equal to an equivalent increase; and

(ii) The total time spent on a temporary appointment(s), or any combination of appointments (e.g., career conditional and temporary, career and temporary, etc.) satisfies the waiting period requirement for the step of the grade the employee holds after conversion to the permanent position.

EXAMPLE 6

01–14–80—An employee is temporarily appointed to a

GS-5, step 1, position, not to exceed 07-27-80.

07-27-80—The temporary appointment is extended not to exceed 01-16-81.

01-16-81—The temporary appointment is extended not to exceed 10-16-81.

10-16-81—The temporary appointment is extended not to exceed 02-12-82.

02-12-82—The employee is converted to a career conditional appointment at GS-5. The employee, as a permanent, is now eligible for within-grade increases. Because the employee has completed the 52-week waiting period, (the service from 01-14-80 through 02-11-82 is creditable) he or she is entitled to receive a single within-grade increase on 02-12-82. Any creditable service in excess of 52 weeks is dropped and the waiting period for advancement to step 3 commences on 02-12-82.

Additionally, when an employee on a temporary appointment of less than 1 year is separated and reemployed in a permanent position within 52 weeks of his or her separation, he or she is entitled to receive one within-grade increase, provided the conditions addressed in (i) and (ii) of this paragraph are met or, if the employee has not met the waiting period requirement, he or she is entitled to have the time spent on the temporary appointment(s) credited toward the completion of the required waiting period at the time he or she is reemployed in a permanent position.

EXAMPLE 7

01-14-80—An employee is temporarily appointed to a GS-5 position and through application of the highest previous rate is placed at the step 2. The appointment is not to exceed 04-05-80.

04-05-80—The temporary appointment terminates and the employee is separated.

07-27-80—The employee receives another temporary appointment at GS-5, step 2, not to exceed 06-26-81.

06-26-81—The temporary appointment terminates and the employee is separated.

12-27-81—The employee accepts a career conditional position at GS-5. However, the agency does not apply the highest previous rate. Even though the agency does not apply the highest previous rate, the employee is entitled to have the 60 weeks spent on the two temporary appointments credited toward the completion of one waiting period (there has not been a break of more than 52 weeks). Therefore, the employee is entitled to a within-grade increase to step 2 on the date of the career conditional appointment.

NOTE: If the agency had applied the highest previous rate, the employee would have been entitled to consideration for a within-grade increase to step 3 at the time of the career conditional appointment.

EXAMPLE 8

01-14-80—An employee is temporarily appointed to a GS-5, step 1, position not to exceed 04-03-80.

04-03-80—The temporary appointment terminates and the employee is separated.

07-30-80—The employee is appointed to a GS-5, step 1, position on a career conditional appointment. Since the employee has been appointed to a permanent position, the waiting period for within-grade increases will commence on 07-30-80. However, since he or she has not had a 52-week break in service, and has not received an equivalent increase, a determination must be made as to the amount of creditable service the employee had to his or her credit prior to separation in order to determine the date the waiting period for advancement to step 2 will be completed. The employee completed 11 weeks and 3 days of the required 52 weeks. Therefore, he or she will have to complete 40 weeks and 4 days of creditable service before the required waiting period for advancement to step 2 is completed (05-06-81), and the within-grade increase will be due on 05-17-81.

(2) Service creditable for successive within-grade increases.

(a) When an employee is restored or reemployed and entitled to successive within-grade increases, he or she is entitled to receive all the within-grade increases he or she would have received from the date of his or her last equivalent increase prior to entrance into the service warranting a restoration or reemployment right, to the date of reemployment. Additionally, the employee is entitled to have any excess time credited toward completion of his or her next waiting period upon return to Federal employment.

(b) In accordance with 5 CFR 531.406(c)(3), when a separated employee is receiving compensation under subchapter I of chapter 81 of title 5, United States Code, or when an employee on a leave of absence is receiving compensation as describe in S4-4(b)(2), he or she is entitled to receive credit for successive within-grade increases regardless of when he or she returns to Federal employment. (See **EXAMPLES 9** and **10**.)

(c) When an employee performs service during a leave of absence, as described in S4-4b(3)-(5) of this subchapter, and does not have a break in service, the service is creditable in the computation of waiting periods for successive within-grade increases. However, if the employee is separated from the Federal Government, the service performed is not creditable for within-grade increase purposes. Further, if the employee has a break in service of more than 52 weeks, or if a combination of the service as described in S4-4b(3)-(5) of this subchapter and a break in service exceeds 52 weeks, the employee will also be required to commence a new waiting period upon his or her return to Federal employment. (See **EXAMPLES 11** and **12**.)

EXAMPLE 9

02-10-80—An employee is promoted to GS-11, step 1.

04-22-80—The employee incurs a job related injury and is placed on 45 days continuation of pay on 04-23-80.

05-28-80—The employee's claim for injury compensation is approved.

06-06-80—The employee's 45 days continuation of pay terminates and he or she is placed on LWOP commencing 06-07-80.

02-08-81—The employee would have received his or her within-grade increase to step 2, had he or she not been receiving injury compensation.

06-05-81—It appears that the employee may fully recuperate within a short period, so his or her LWOP is extended until 12-05-81.

08-12-81—The employee is found to be fully recovered from his or her injury and injury compensation is terminated.

08-13-81—The employee is returned to a pay status and is entitled to receive step 2 upon his or her return. Additionally, he or she is entitled to have the excess period from the date he or she would have received his or her last within-grade increase (02-08-81) through the termination date of injury compensation (08-12-81) credited toward completion of the required waiting period for advancement to step 3. Therefore, provided all other requirements are met, the employee will receive his or her within-grade increase to step 3 on 02-07-82.

EXAMPLE 10

02-10-80—An employee is promoted to GS-7, step 1.

04-22-80—The employee incurs a job related injury and is placed on 45 days continuation of pay on 04-23-80.

05-28-80—The employee's claim for injury compensation is approved.

06-06-80—The employee's 45 days continuation of pay terminates and the employee is placed on LWOP on 06-07-80.

02-07-81—The waiting period is completed and the employee would have received a within-grade increase to step 2, on 02-08-81, had he or she not been receiving injury compensation.

05-19-81—The employee is found to be fully recovered from his or her injury and injury compensation is terminated.

05-20-81—The employee advises his or her agency that he or she is not planning an immediate return to duty. Therefore, the LWOP is terminated and the employee is separated effective 05-20-81.

07-12-82—The employee is reinstated to a GS-7 position. Upon reinstatement, the employee may receive GS-7, step 2, if his or her agency chooses to apply the highest previous rate rule. If the employee had returned to work immediately upon termination of compensation, the agency would have been obligated to bring him or her back at GS-5, step 2. However, in accordance with 5 CFR 531.203(c), the agency has the discretionary authority to reemploy the individual at any rate that does not exceed his or her highest previous rate.

If an employee becomes eligible for a within-grade increase while receiving continuation of pay, the employee is entitled to receive the within-grade increase on the due date provided he or she has met the other requirements for within-grade increase advancement, unless the employee has been in a duty status for less than 60 days during the final 52 calendar weeks of the waiting period. (See S4-8(c), below.)

EXAMPLE 11

01-13-80—An employee receives his or her within-grade increase to GS-3, step 2.

12-15-80—The employee enters the Peace Corps and is placed on LWOP.

01-11-81—The employee would have received his or her within-grade increase to step 3 if he or she were not serving in the Peace Corps.

01–10–82—The employee would have received his or her within-grade increase to step 4 if he or she were not serving in the Peace Corps.

01–23–82—The employee separates from the Peace Corps.

01–25–82—The employee is returned to a pay status in his or her agency. The employee is entitled to be returned at step 4. Additionally, the period from the date he or she would have received his or her last equivalent increase to the date he or she separated from the Peace Corps (01–10–82 through 01–23–82) is creditable service toward the completion of the waiting period for advancement to step 5, since the employee did not have a break in service. Therefore, provided all other requirements are met, the employee will receive a within-grade increase to step 5, on 01–22–84. If the employee had not returned to his or her agency immediately after separation from the Peace Corps, he or she should have been separated from Federal employment, and none of the time spent in the Peace Corps would have been considered creditable service. In that situation, the agency would have the discretion to reinstate the employee at no more than the step 2, in accordance with the highest previous rate.

EXAMPLE 12

02–24–80—An employee receives a promotion to GS–11, step 1.

03–24–80—The employee is placed on LWOP in order to perform duties with the Commonwealth of Virginia, for a period not to exceed 03–20–82, under 5 U.S.C. 3373.

02–22–81—The employee would have received his or her within-grade increase to step 2, had he or she not been on assignment with the State Government.

02–21–82—The employee would have received his or her within-grade increase to step 3, had he or she not been on assignment with the State Government.

03–19–82—The assignment with the Commonwealth of Virginia is completed and the employee returns to duty status with his or her agency on 03–19–82. The employee is entitled to step 3 upon his or her return from the leave of absence. Additionally, the employee's date of last equivalent increase is 02–21–82 and therefore, provided all other requirements are met, he or she will be entitled to receive a within-grade increase to step 4 on 02–20–83.

(d) When an employee returns to Federal service through the exercise of a restoration or reemployment right granted by law, Executive order, or regulation, he or she is entitled to receive successive within-grade increases. Additionally, the employee's last equivalent increase date will be the date he or she would have received his or her last equivalent increase had the employee remained in a pay status. (5 CFR 531.406(c)(1)(i) and (2))

The situations described in **EXAMPLES 13** through **15** are based on the reemployment rights contained in §§2021–2024 of title 38, United States Code, for employees returning from military service.

EXAMPLE 13

01–27–80—An employee receives a promotion to GS–5, step 1.

01–12–81—The employee is separated in order to enter military service with a 90-day reemployment right provided by §§2021–2024 of title 38, United States Code.

01–19–81—The employee enters military service.

01–24–81—The waiting period for advancement to step 2 is completed even though the employee cannot receive a within-grade increase on 01–25–81, because he or she is in the military.

01–23–82—The waiting period for advancement to step 3 is completed even though the employee cannot receive a within-grade increase on 01–24–82, because he or she is in the military.

01–18–83—The employee is released from the military service.

01–22–83—The waiting period for advancement to step 4 is completed even though the employee cannot receive a within-grade increase on 01–23–83, because he or she has not yet returned to a permanent civilian position.

04–06–83—The employee exercises his or her reemployment right within the allowable period (the 78th day).

04–19–83—The employee is reemployed with the Federal Government. Because the employee exercised his or her reemployment right, the periods from 01–13–81 to 01–18–81 and 01–18–83 to 04–19–83, in addition to the period of actual military service, are creditable in the computation of the waiting period and he or she is entitled to receive successive within-grade increases (see

S4–5c(2)(b).) Therefore, upon reemployment, he or she is entitled to be placed at GS–5, step 4. Additionally, the time from 01–23–83 to 04–19–83, is creditable service toward completion of the required waiting period for advancement to step 5.

EXAMPLE 14

01–27–80—An employee receives a promotion to GS–9, step 1.

01–12–81—The employee is separated in order to enter military service with a 90-day reemployment right provided by §§2021–2024 of title 38, United States Codes.

01–19–81—The employee enters military service.

01–24–81—The waiting period for advancement to step 2 is completed even though the employee cannot receive a within-grade increase on 01–25–81, since he or she is in the military.

01–23–82—The waiting period for advancement to step 3 is completed even though the employee cannot receive a within-grade increase on 01–24–82, since he or she is in the military.

11–05–82—The employee is hospitalized.

01–18–83—The employee is separated from military duty. However, due to the seriousness of the injury, remains hospitalized.

01–22–83—The waiting period for advancement to step 4 is completed even though the employee cannot receive an increase on 01–23–83 since he or she remains hospitalized.

12–22–83—The employee is released from the hospital.

03–19–84—The employee exercises his or her restoration right within the allowable period.

04–02–84—The employee is reemployed with the Federal Government in a GS–9 position. Since §§2021–2024 of title 38, United States Code, also provide restoration and reemployment rights for employees returning from hospitalization that did not last for more than 1 year after separation from the military, the employee has exercised his or her reemployment right during the allowable period of time. Thus, the employee is entitled to receive successive within-grade increases, and the periods from 01–13–81 to 01–18–81 and 01–19–83 to 04–02–84, are creditable service. Therefore, the employee is entitled to receive step 4 upon his or her return, and to have the period from 01–23–84 to 05–02–84 credited toward completion of the required waiting period for advancement to step 5, for which consideration will be due on 01–21–85.

When an employee exercises his or her reemployment right within the allowable period, he or she is entitled to receive all the within-grade increases he or she would have received had it not been for the fact that the employee was engaging in military service. However, when an employee returns to Federal service prior to completion of a waiting period, the granting of the employee's next within–grade increase is not automatic and the employee must meet all eligibility requirements prior to advancement to the next higher step of the grade. (26 Comp. Gen. 606)

EXAMPLE 15

01–27–80—An employee receives a within-grade increase to GS–5, step 2.

01–12–81—The employee is separated in order to enter military service with a 90-day reemployment right.

01–14–81—The employee enters military service.

01–24–81—The waiting period for advancement to step 3 is completed even though he or she cannot receive a within-grade increase on 01–25–81, because he or she is in the military.

01–23–82—The waiting period for advancement to step 4 is completed even though the employee cannot receive a within-grade increase on 01–24–82, since he or she is not yet reemployed with the Federal Government.

03–10–82—The employee exercises his or her reemployment right within the allowable period. Upon reemployment, he or she is entitled to be placed at GS–5, step 4. Additionally, the employee will become eligible for consideration for advancement to step 5 on 01–22–84. However, advancement to step 5, will not be automatic and the employee must meet all requirements for within-grade advancement, including performance at an acceptable level of competence, except as provided in S4–8c of this subchapter.

Since the reemployment or restoration right involving military service is one that is frequently used, it is important to note that a permanent intermittent employee who enters military service is entitled to the same amount of service credit for within-grade increases as an employee with a scheduled tour of duty. (26 Comp. Gen. 734)

d. **Effect of a temporary promotion.** An employee who receives a promotion designated in advance as temporary is entitled, upon restoration to his or her former position, to any within-grade increases in his or her regular position to which he or she would have been entitled had he or she not been temporarily promoted. (30 Comp. Gen. 82) Thus, when the duration of the temporary promotion exceeds that of the appropriate waiting period in the higher grade, the employee is serving two waiting periods simultaneously. The waiting period for a within-grade increase in the regular position is measured from the last equivalent increase received in the regular position, while the waiting period for the temporary promotion will be measured from the date of temporary promotion.

EXAMPLE 16

01-13-80—An employee receives a within-grade increase to GS-11, step 2.

04-06-80—The employee is temporarily promoted to GS-12, step 1, not to exceed 06-13-81.

01-10-81—The employee would have completed the required waiting period for advancement to GS-11, step 3.

04-05-81—Provided the employee meets all other requirements, he or she will receive a within-grade increase to GS-12, step 2. The employee is now entitled to receive the pay of GS-12, step 2.

06-13-81—The temporary promotion terminates.

06-14-81—The employee is returned to GS-11, step 3, and may only receive the pay for this grade and step. Additionally, the employee is credited with 154 calendar days of service toward completion of the required 52-week waiting period for advancement to step 4. Therefore, provided all other requirements are met, he or she will be entitled to receive his or her within-grade increase to step 4 on 01-10-82.

An employee who is returned from a temporary promotion to his or her regular grade and step and who is subsequently promoted to a grade equal to that held during the temporary promotion receives an equivalent increase upon the permanent promotion and is required to commence a new waiting period on the date of the permanent promotion. The time spent in the temporary grade and step is not creditable toward completion of the waiting period when permanently promoted.

EXAMPLE 17

01-13-80—An employee receives a within-grade increase to GS-13, step 4.

04-06-80—The employee is temporarily promoted to GS-14, step 1, not to exceed 08-09-80.

08-09-80—The temporary promotion to GS-14, step 1, is terminated.

08-10-80—The employee returns to GS-13, step 4.

11-16-80—The employee is permanently promoted to GS-14, step 1. Since the employee received an equivalent increase upon this promotion, a new waiting period begins, and the 126 days spent at GS-14, step 1, during the temporary promotion are not creditable toward completion of the required waiting period for advancement to step 2.

S4-6. EFFECTIVE DATE OF A WITHIN-GRADE INCREASE

Except as provided in S4-4b and c above, and in S4-10 below, a within-grade increase for an employee in a pay status is effective on the first day of the first pay period following completion of the required waiting period. If a waiting period ends on the first day of a pay period, the within-grade increase will not be effective until the first day of the following pay period.

S4-7. DETERMINING AN EQUIVALENT INCREASE

a. As defined in 5 CFR 531.403, an equivalent increase is an increase or increases in an employee's rate of basic pay equal to or greater than the difference between the rate of pay for the General Schedule grade and step occupied by the employee and the rate of pay for the next higher step of that grade. In some instances an employee may receive more than one increase during a waiting period, no one of which is an equivalent increase. In such a situation, the first and subsequent increases shall be added together until the total increase is equal to or greater than an equivalent increase. At this time the employee shall be deemed to have received an equivalent increase. (See **EXAMPLES 18, 19, 20** and **21**.)

*EXAMPLE 18

11-18-79—An employee is promoted to GS-5, step 1 ($11,000).

01-13-80—The employee accepts a GS-4 position and the highest previous rate is used to place the employee at step 5 ($11,332), with an increase in pay of $332. The amount of an equivalent increase in grade GS-4 is $333. Therefore, this increase is not considered an equivalent increase.

07-13-80—The employee accepts a GS-3 position, and the highest previous rate is ued to place the employee at step 8 ($11,490), with an increase in pay of $158. The amount of an equivalent increase now is the difference between GS-3, steps 8 and 9, which is $308. Although the increase of $158 in itself is not considered an equivalent increase, the sum of the increases received on 01-13-80 and 07-13-80 ($332 plus $158 equals $490) does exceed the difference between GS-3, steps 8 and 9 ($308). Therefore, the employee is deemed to have received an equivalent increase on 07-13-80, and a new waiting period began on that date.

(The 1979 General Schedule contained in appendix C is to be used in the above example.)

***EXAMPLE 19**

11-18-79—An employee accepts a GS-3, step 1 ($9,334), position.

01-13-80—The employee accepts a GS-2, step 5 ($9,378), with an increase in pay of $44. The amount of an equivalent increase in this case is the difference between GS-2, steps 5 and 6 ($266). Therefore, this increase is not considered an equivalent increase.

07-13-80—The employee accepts a position at GS-1, step 9 ($9,670), with an increase in pay of $292. The amount of an equivalent increase now is the difference between the GS-1, steps 9 and 10 ($315). Although the increase of $309 in itself is not considered an equivalent increase, the sum of the increases received on 01-13-80 and 07-13-80 ($44 plus $292 equals $336) does exceed the difference between GS-1, steps 9 and 10 ($315). Therefore, the employee is deemed to have received an equivalent increase on 07-13-80, and a new waiting period began on that date.

(The 1979 General Schedule contained in appendix C is to be used in the above example.)

NOTE: While the examples given in 18 and 19 appear to be identical, it is important to note that **EXAMPLE 18** is based on a grade level that has uniform step increments throughout the grade, while the grade levels used in **EXAMPLE 19** (GS-1 and GS-2) have varying amounts between the steps.

***EXAMPLE 20**

08-10-80—An employee at GS-3, step 1 ($9,334), accepts a GS-2, step 5 ($9,378), position with an increase in pay of $44. The amount of an equivalent increase in this case is the difference between GS-2, steps 5 and 6, based on the 1979 General Schedule pay rate ($266). Therefore, this increase is not considered an equivalent increase.

10-05-80—The employee receives a comparability increase to $9,941. (This statutory increase is not considered to be an equivalent increase.)

02-22-81—The employee accepts a position at GS-1, step 9 ($10,222) based on the 1980 General Schedule. The amount of the increase resulting from this downgrade is $281, while an equivalent increase (the difference between GS-1, steps 9 and 10) is $283. Although this increase by itself is not an equivalent increase, the total of the 08-10-80 and the 02-22-81 increases does exceed the amount of an equivalent increase between GS-1, steps 9 and 10. Although the two increases occurred during different years, and the rates of pay were established under two different General Schedules, the actual increases in pay must be combined ($44 plus $281 equals $325). Therefore, the employee is deemed to have received an equivalent increase on 02-22-81.

(Both the 1979 and 1980 General Schedules contained in appendix C are to be used in this example.)

***EXAMPLE 21**

11-18-79—An employee is promoted to WG-5, step 2, $6.72 per hour ($13,977.60 per annum), from WG-4, step 2, $6.30 ($13,104 per annum), receiving an increase of $.42 per hour ($873.60 per annum).

01-13-80—The employee accepts a WG-4 position, and through use of the highest previous rate is placed at step 4, $6.81 per hour ($14,164.80 per annum), receiving an increase in pay of $.09 per hour ($187.20 per annum).

07-13-80—The employee accepts a GS-6 position, and through use of the highest previous rate, is placed at step 7, $14,555. In order to determine whether the employee has received an equivalent increase during the appropriate waiting period (the preceding 2 years), the following procedures must be followed:

—The $873.60 increase received on 11-18-79 was more than an equivalent increase at GS-6, $404, so the employee was deemed to have received a within-grade increase on that date and a new waiting period began.

—The increases received on 01–13–80, $187.20, was less than an equivalent increase at GS–6, so the date of last equivalent increase remains 11–18–79.

—The increase received on 07–13–80, $390.20 was less than an equivalent increase at GS–6. However, the sum of the increases received on 01–13–80 and 07–13–80, $577.40, does exceed the amount of an equivalent increase at GS–6, $404. Therefore, the employee was deemed to have received a within-grade increase on 07–13–80, and a new 104-week waiting period commences on that date. Thus, the employee will be eligible for his or her within-grade increase to step 7, on 07–11–82.

(The 1979 Wage Schedule contained in appendix C is to be used in this example.)

*EXAMPLE 22

10–21–79—An employee is promoted to GS–5, step 1, $11,000.

04–19–80—The employee resigns after serving 26 weeks in the waiting period for advancement to step 2.

07–14–80—The employee is reinstated to GS–2, step 1, $8,509, and will be eligible for a within-grade increase in 26 weeks.

10–05–80—The employee receives his or her annual comparability increase bringing his or her basic pay to $9,020. (The comparability increase is a statutory increase and not an equivalent increase.)

01–11–81—Since the employee has not received a within-grade increase during the past 52 weeks of creditable service (10–21–79 to 04–18–80 and 07–14–80 to 01–11–81) the waiting period for advancement to step 2 is completed.

01–25–81—The employee receives a within-grade increase to GS–2, step 2, $9,244.

03–21–81—The employee resigns after spending 8 weeks in the required waiting period for advancement to GS–2, step 3.

05–17–81—The employee is reinstated at GS–5, step 1, $11,660.

⧫ Upon reinstatement a determination as to when the employee received his or her last equivalent increase must be made. At the time of separation (03–21–81) the employee's rate of pay was $9,244 per year. Upon reinstatement (05–17–81) his or her pay was $11,660 per year, an increase of $2,416. Since the amount of a within-grade increase between GS–5, step 1 and 2 is $389, far less than the increase received upon reinstatement, the employee *did* receive an equivalent increase on 05–17–81, and a new waiting period commenced on that date. ⧫

05–16–82—Provided all other requirements are met, the employee will receive his or her within-grade increase to GS–5, step 2. ★★

b. The following are increases in pay which are not to be considered in determining whether an employee has received an equivalent increase:

(1) A statutory pay adjustment, including an adjustment under the Merit Pay System in accordance with 5 U.S.C. 5402(c)(3);

NOTE: It is important to remember that the statutory incrase for a GM employee is one-half of the average General Schedule increase (or any higher portion established by OPM). For example, if the statutory General Schedule increase is 6 percent, and OPM does not exercise its authority to provide a greater increase, the employee under the Merit Pay System is entitled to a statutory increase of only 3 percent. Therefore, if the GM employee moves into a GS position (GM–13 to GS–13) any increases in his or her pay, while a GM employee, in excess of the guaranteed portion of the comparability increase (3 percent) must be considered in determining whether he or she received an equivalent increase when moving into the General Schedule position.

*EXAMPLE 23

11–02–80—A GS–13, step 2, $28,223, employee is reassigned to a GM–13 position with a corresponding rate of $28,223.

10–04–81—The General Schedule is increased by 6 percent as the result of the annual comparability increase, bringing the rate for GS–13, step 2, to $29,907, an increase of $1,684. The GM–13 employee receives one-half of the comparability increase, 3 percent or $847, for a new rate of pay of $29,070.

Additionally, the employee receives a merit pay increase of $1,129 for a total new rate of $30,199.

01–24–82—The employee transfers to a GS–13 position and is placed at step 3, $30,863. In order to determine the employee's date of last equivalent increase, subtract the employee's rate of pay immediately before the transfer, $30,199, from the rate of basic pay for GS–13, step 3, $30,863, for a difference of $664. Since $664 is less than the amount of a within-grade increase at the GS–13 level, $955, this increase is not an equivalent increase. Next, substract the amount received under the Merit Pay System immediately following the comparability increase, $29,070, from the rate earned immediately prior to the transfer into the General Schedule position, $30,199, for a difference of $1,129. Since $1,129 exceeds the amount of a within-grade increase at the GS–13 level, $955, the employee is deemed to have received his or her last equivalent increase on 10–04–81. Therefore, the employee will be eligible for advancement to step 4 on 10–03–82. The important point in this example is the fact that the statutory increase for the Merit Pay System employee is only 3 percent and that any amount received in excess of 3 percent is to be considered in determining whether the employee received an equivalent increase.

NOTE: A merit pay employee, whose rate of basic pay is at the minimum rate of the rate range, is entitled to receive 100 percent of the comparability increase in order to raise his or her rate to the new minimum rate of the grade. For example, if the minimum rate of the GM–13 is $25,767, and, as the result of the annual General Schedule comparability increase, is raised to $27,313, the GM–13 employee receiving the minimum rate of the grade, $25,767 is entitled to receive full comparability so that he or she will not be paid less than the new minimum rate for GM–13, $27,313. In this single instance, the full comparability increase, $1,546, not 50 percent, $773, will be excluded from the computation made to determine whether the employee received an equivalent increase when transferring to a GS–13 position.

In accordance with §5307 of title 5, United States Code, an employee whose pay is administratively determined is not entitled to receive a statutory pay increase. Although the employee may receive an increase in his or her pay, the increase is the result of an action taken by the agency official charged with determining rates of pay for administratively determined employees. Therefore, if an employee with an administratively determined salary is given an increase in pay at the time of the statutory General Schedule comparability increase, and later moves to a General Schedule position, the amount received at the time of the comparability increase must be included in the computation to determine the employee's date of last equivalent increase.

EXAMPLE 24

11–18–79—An employee is temporarily appointed to an agency on an appointment not to exceed 2 years. The employee's salary is administratively determined and he or she holds the grade of AD–13 with a corresponding rate of pay of $25,800.

10–05–80—The employee's salary is adjusted at the same time the General Schedule receives the annual comparability adjustment, giving him or her a rate of $27,400.

12–1–80—The employee is converted to a career-conditional appointment at GS–13, step 2, $28,233. In order to determine the employee's date of last equivalent increase, subtract his or her rate of pay immediately before the conversion from the rate earned immediately after the conversion, $28,233 minus $27,400 equals $833. Since the amount of a within-grade increase at GS–13 is $955, the increase received upon conversion is not an equivalent increase and a new waiting period for within-grade increase purposes does not commence. Next, subtract the rate of pay earned immediately prior to the increase received on 10–05–80 from the rate of pay earned immediately after that increase, remembering that the increase on 10–05–80 was not a statutory increase, $27,400 minus $25,800 equals $1,600. Since $1,600 is more than a within-grade increase at the GS–13 level, the employee's date of last equivalent increase is 10–05–80 and he or she will be eligible for advancement to step 3 on 10–04–81.

(2) The periodic adjustment of a wage schedule or the application of a new pay or evaluation plan under the Federal Wage System;

(3) The establishment of higher minimum rates under 5 U.S.C. 5303 or an increase in such rates;

NOTE: An employee who moves from a certain grade and step of the regular rate range into the same grade and step of a special rate range is not considered to have received an equivalent increase regardless of the reason for the move because the employee has moved to a position for which a rate has been established under 5 U.S.C. 5303;

(4) A quality step increase under 5 U.S.C. 5336 and Subpart E of 5 CFR Part 531;

NOTE: Although a quality step increase is not considered an equivalent increase, and a new waiting period does not commence on the effective date of such an increase, a quality step increase may place the employee in a waiting period that requires an additional 52 weeks of creditable service before the employee is entitled to receive his or her next within-grade increase.

EXAMPLE 25

06–29–80—An employee receives a within-grade increase to GS–5, step 3.

10–22–80—The employee receives his or her annual performance appraisal and is recommended for a quality step increase based on his or her performance during the appraisal period.

11–02–80—The recommendation has been approved and the employee receives a quality step increase to step 4. The date of the employee's last equivalent increase remains 06–29–80. However, the increase to step 4 has placed the employee in a 104-week waiting period. Therefore, the employee's next within-grade increase will no longer be due on 06–28–81, but 06–27–82.

(5) A temporary or term promotion when returned to the permanent grade and step;

(6) An increase resulting from placement of an employee in a supervisory or managerial position who does not satisfactorily complete a probationary period established under 5 U.S.C. 3321(a)(2) and is returned to a position at the same grade and step held by the employee before such placement.

EXAMPLE 26

01–11–81—An employee receives a within-grade increase to GS–9, step 2.

03–22–81—The employee is promoted into a supervisory GS–11, step 1, position.

12–10–81—It is determined that the employee is not performing satisfactorily in the supervisory position.

12–13–81—The employee is returned to GS–9, step 2, during the probationary period established under 5 U.S.C. 3321(a)(2).

01–10–82—Provided all other requirements are met, the employee receives his or her within-grade increase to step 3 since the promotion to GS–11, step 1, is not considered to be an equivalent increase when the employee is subsequently reduced in grade during the probationary period. If the employee had been returned to GS–9, step 2 after 01–10–82, the employee would have been entitled to step 3 immediately since the required waiting period would have been completed.

S4–8. ACCEPTABLE LEVEL OF COMPETENCE

a. **Linkage of acceptable level of competence determination with performance appraisal system.** For an employee covered by a performance appraisal system established under 5 CFR 430.203, the acceptable level of competence determination is based on the employee's most recent performance appraisal. An employee whose current performance is unacceptable with respect to any critical element, as defined in 5 CFR 430.101(a)(3), is not performing at an acceptable level of competence. Further, absent unusual circumstances, an employee whose overall performance during the waiting period is at the minimum level required for retention in the position, but below a fully acceptable level, is not performing at an acceptable level of competence. (5 CFR 531.403)

EXAMPLE 27

10–01–81—An agency implements its performance appraisal system in accordance with 5 CFR 430.203. The system has three standards identified by corresponding levels; marginally satisfactory, fully satisfactory, and highly satisfactory.

12–13–81—An employee receives a promotion to GS–6, step 1. Additionally, he or she is advised that he or she must perform at least at the fully satisfactory level in order to be performing at an acceptable level of competence.

09–30–82—The employee receives his or her performance appraisal and is rated marginally satisfactory.

12–11–82—The waiting period ends and the employee's supervisor determines that the employee is not performing at an acceptable level of competence. Although the employee is performing at the minimum level of performance required to retain his or her position, he or she is not performing at the level designated as an acceptable level of competence (fully satisfactory). Therefore, the agency must notify the employee as soon as possible that his or her within-grade increase is being withheld.

The fact that within-grade increases are linked to the performance appraisal system does not mean that a within-grade increase cannot be granted or withheld when an employee's performance changes during the interim period between the issuance of the performance appraisal and the end of the waiting period. For example, if an employee's most recent performance appraisal reflects performance which is at an acceptable level of competence and at some time after issuance of the appraisal, but before the end of the waiting period, the employee's performance declines to an unacceptable level, for within-grade increase purposes, the within-grade increase can be withheld. In order to withhold the employee's within-grade increase, a supplemental written statement must be submitted stating the reasons for withholding the increase. The same procedure applies if the employee receives a performance appraisal that reflects an unacceptable level of performance, and during the interim period the employee's performance improves to an acceptable level of competence for within-grade increase purposes. In order to avoid situations such as these, it is suggested that the performance appraisal be issued close enough to the end of the waiting period to reflect the employee's true performance at the time the acceptable level of competence determination is to be made.

b. **Communication of performance requirements.** As provided in 5 CFR 531.408(a), the head of an agency or his or her designee, shall determine the specific requirements for performance to be at an acceptable level of competence. For an employee covered by an appraisal system established under 5 CFR 430.203, these requirements shall be communicated to the employee at the beginning of the appraisal cycle within the time frame and by the means of communication established under 5 CFR 430.203. For an employee not covered by an appraisal system established under 5 CFR 430.203, the employee shall be advised of these requirements in accordance with procedures established by the agency head within a reasonable period of time after initial appointment or permanent change of position. When the appropriate official determines that an employee is not performing at an acceptable level of competence, and that employee has not been advised as to what level of performance constitutes an acceptable level of competence at least 30 days prior to the end of the waiting period, the employee will (1) be advised of the level of performance that constitutes an acceptable level of competence; and (2) be advised that his or her acceptable level of competence determination will be postponed for no more than the period of time equal to the minimum period provided in the agency performance appraisal plan for evaluating employee performance. If no minimum period has been established the determination will be postponed for no more than 90 days. It is important to note that these time frames are *maximums*. If the agency believes that an employee is performing at an acceptable level of competence 60 days into the postponement period, the agency can make a positive determination on the 60th day and grant the within-grade increase effective retroactively to the date it was originally due.

EXAMPLE 28

03-21-79—An employee is reinstated with the Federal Government to a GS-9, step 1 position, and his or her waiting period for a within-grade increase commences on this date.

03-19-80—The employee's supervisor determines that the employee is not performing at an acceptable level of competence. The supervisor also realizes that the employee has never been advised as to what level of performance constitutes an acceptable level of competence. Therefore, the employee must be advised that his or her acceptable level of competence determination, which is normally due within a reasonable period of time after the end of the waiting period, will be postponed for a maximum of 120 days (the minimum period designated in the agency performance plan to judge performance).

If at the end of the period of postponement the employee is performing at an acceptable level of competence, the within-grade increase will be effective on the original due date (See S4-6 above). If the employee is still performing at less than an acceptable level of competence at the end of the postponement period, the procedures for withholding a within-grade increase will be followed. In addition to the situation described above, an acceptable level of competence determination is also postponed when an employee is reduced in grade because of unacceptable performance and would become eligible for a within-grade increase in the lower grade within 60 days.

c. **Waiver of requirement for determination.** When an employee has been in a duty status less than 60 days during the final 52 calendar weeks of a waiting period due to absences which are considered creditable service under S4-4b, paid leave, or service credit received under the backpay provisions of Subpart H, 5 CFR Part 550, an acceptable level of competence determination is not required. Instead the employee is granted a within-grade increase based on the presumption that his or her performance otherwise would have been at an acceptable level of competence.

EXAMPLE 29

01-15-78—An employee receives his or her within-grade increase to GS-12, step 7. His or her next within-grade increase is due on 01-11-81.

01-15-80—The employee is separated from the Federal Government for cause.

12-20-80—The employee's removal is overturned by the courts and he or she is reinstated on 12-28-80, with entitlement to backpay.

01-11-81—The employee receives his or her within-grade increase to GS-12, step 8, without the necessity for an acceptable level of competence determination because he or she was in a duty status for less than 60 days during the final 52 weeks of the waiting period. The reason for this is that the employee received service credit under the backpay provisions of Subpart H of 5 CFR Part 550.

d. **Notice of determination.** Since the employee's most recent performance appraisal is the mechanism by which the employee is made aware of the level of his or her performance, an advance notice of deficiencies in performance is not required. Agencies are required by regulation (5 CFR 531.409(e)) to notify the employee as to whether his or her performance is at an acceptable level of competence as soon as possible after completion of the waiting period. Therefore, it is important for the agency to establish a method to prevent the processing of unwarranted within-grade increases.

S4-9. RECONSIDERATION OF A NEGATIVE DETERMINATION

a. When an employee receives a negative determination, he or she may seek reconsideration of the negative determination and in so doing may wish to request a personal representative. In accordance with 5 CFR 531.410(c), an agency may disallow as an employee's personal representative an individual:

(1) Whose activities as a personal representative would cause a conflict of interest in the position;

(2) Whose release from his or her official duties and responsibilities would give rise to unreasonable costs to the Government; or

(3) Whose priority work assignment precludes his or her release from official duties and responsibilities. Section 7114 of title 5, United States Code, and the terms of any applicable collective bargaining agreement govern representation for an employee in an exclusive bargaining unit.

b. In accordance with 5 CFR 531.410(a), an employee, or his or her personal representative, may request a reconsideration of a negative determination within 15 calendar days of receipt of the negative determination. The request shall contain a statement setting forth the reasons the agency should reconsider the determination. The 15-day time limit to request a reconsideration may be extended when:

(1) The employee shows he or she was not notified of the time limit and was not otherwise aware of it; or

(2) The employee was prevented from filing by circumstances beyond his or her control. (5 CFR 531.410(b))

c. When an employee files a request for reconsideration, the agency shall establish an employee reconsideration file which shall contain pertinent documents relating to the negative determination (5 CFR 531.410(a)(2)). The file shall include copies of the following:

(1) The written negative determination and the basis for the determination;

(2) The employee's written request for reconsideration;

(3) The report of investigation when an investigation is made;

(4) The written summary or transcript of any personal presentation made; and

(5) The agency's decision on the request for reconsideration. The reconsideration file shall not contain any document or information that has not been made available to the employee or his or her personal representative. An employee in a duty status shall be granted a reasonable amount of official time to review the material relied upon to support the negative determination and to prepare a response to the determination. Additionally, the agency is obligated to provide the employee with a prompt written final decision. (5 CFR 531.410(a)(3) and (4))

d. If the negative determination is overturned, the effective date of the within-grade increase will be the original due date. If the negative determination is sustained after reconsideration, the employee shall be informed, in writing, of the reasons for sustaining the decision and of his or her right to appeal. A determination with respect to an employee covered by a collective bargaining agreement is reviewable only in accordance with the agreement. Those employees who are not covered by such an agreement may appeal the decision to the Merit Systems Protection Board. (5 CFR 531.410(d))

S4-10. CONTINUING EVALUATION FOLLOWING WITHHOLDING A WITHIN-GRADE INCREASE

After a within-grade increase has been withheld, an agency may grant the within-grade increase at any time after it determines that the employee's performance is at an acceptable level of competence.

EXAMPLE 30

01-13-80—An employee receives a within grade increase to GS-5, step 2.

01-14-81—The employee receives a negative determination due to performance at less than an acceptable level of competence.

01-27-81—The employee requests reconsideration of his or her negative determination.

02-23-81—The agency sustains the negative determination, and the employee appeals to the Merit Systems Protection Board (MSPB).

03-23-81—MSPB sustains the agency's negative determination.

08-15-81—The agency determines that the employee is performing at an acceptable level of competence, and his or her within-grade increase to step 3 is granted effective 08-23-81, the first day of the first pay period following the agency's determination that the employee's performance is acceptable.

In such a situation, the effective date of the increase will be the first day of the first pay period after the agency determines that the employee's performance is at an acceptable level of competence. In accordance with 5 CFR 531.411, the agency is required to determine whether the employee's performance is at an acceptable level of competence at least each 52 weeks following the original due date of the within-grade increase. Section 531.411 of 5 CFR, however, does not prohibit the agency from granting a within-grade increase prior to completion of a complete 52-week cycle.

EXAMPLE 31

01-12-80—An employee receives a within-grade increase to GS-5, step 2.

01-14-81—The employee receives a negative determination due to performance at less than an acceptable level of competence.

01-27-81—The employee requests reconsideration of his or her negative determination.

02-23-81—The agency sustains the negative determination, and the employee appeals to the Merit Systems Protection Board (MSPB).

03-23-81—MSPB sustains the agency's negative determination.

01-10-82—In accordance with 5 CFR 531.411, the agency has a minimum requirement to render another acceptable level of competence determination on this date.

Subchapter 5. Quality Step Increases

S5-1. APPLICABILITY

This subchapter provides the instructions necessary to administer section 5336 of title 5, United States Code, and Subpart E of Title 5, Code of Federal Regulations, and to carry out section 403 of Executive Order 11721, as amended. This subchapter applies to employees who occupy positions classified and paid under the General Schedule. The information contained in this subchapter does not apply to employees who are covered by the Merit Pay System established under chapter 54 of title 5, United States Code, or to members of the Senior Executive Service established under subchapter 31 of title 5, United States Code.

S5-2. INTRODUCTION

a. **General.** Section 5336 of title 5, United States Code, authorizes the head of an agency to grant a quality step increase to an employee occupying a position under the General Schedule who has not reached the maximum step of his or her grade provided (1) the employee has performed the duties and responsibilities of his or her position at a level that substantially exceeds an acceptable level of competence, (2) the employee sustains that level of performance for a period of time sufficient to conclude that such performance is characteristic of his or her performance, and (3) the employee has not received a quality step increase within the preceding 52 calendar weeks. The purpose of the authority to grant quality step increases is to allow an agency to recognize and reward sustained high level performance which substantially exceeds the level required to receive a within-grade increase.

b. **Legal basis.** Section 5336 of title 5, United States Code and Executive Order 11721, as amended, constitutes the authority for awarding a quality step increase to an employee occupying a position subject to the General Schedule. The Office's authority to issue regulations (5 CFR Part 531, Subpart E) and guidance is derived from 5 U.S.C. 5336(a) and section 403 of Executive Order 11721, as amended.

S5-3. DEFINITIONS

In this subchapter:

"Agency" means an agency defined in 5 U.S.C. 5102.

"Employee" means an employee of an agency.

"Quality step increase" means an increase in an employee's rate of basic pay from one step of the grade of his or her position to the next higher step of that grade in accordance with section 5336 of title 5, United States Code and Subpart E of Title 5, Code of Federal Regulations. The term "quality step increase" is synonymous with the term "step increase" used in section 5336 of title 5, United States Code.

S5-4. LEVEL OF PERFORMANCE REQUIRED FOR QUALITY STEP INCREASES

In accordance with §531.504 of Title 5, Code of Federal Regulations, an employee must perform the duties and responsibilities of his or her assigned position (i.e., the position in which the employee is performing the duties on which a recommendation for a quality step increase is based) at a level that substantially exceeds performance required for an acceptable level of competence in order to be recommended for a quality step increase. Additionally, the employee must continue to perform at that high level for a period of time sufficient to conclude that the high level of performance is characteristic of his or her performance and also that such performance can reasonably be expected to continue at this level.

S5-5. JUSTIFICATION AND DOCUMENTATION FOR QUALITY STEP INCREASES

Because the decision to grant a quality step increase is to be based on an employee's most recent performance appraisal, the purpose of such recognition is best served when there is a close relationship between the issuance of the performance appraisal and the granting of a quality step increase. However, if the appraisal on which the recommendation for a quality step increase is based is more than 60 days old, the official recommending the award must submit a separate written statement, in addition to a copy of the performance appraisal, setting forth the reasons for the award. Additionally, if during the appraisal cycle an employee's performance improves to a level that warrants the awarding of a quality step increase, the recommending official must also submit a separate written statement setting forth the reasons for recommending the award. The documentation and justification for granting the award shall be filed in the employee's Official Personnel Folder.

S5-6. MINIMUM CRITERIA FOR GRANTING QUALITY STEP INCREASES

a. A quality step increase may be granted only when:

(1) It is known that the employee will be serving in the position, or in a similar position at the same grade level, in which his or her performance can be expected to continue at the same level of effectiveness for at least 60 days.

(2) An employee has not received a quality step increase within the preceding 52 calendar weeks; and

(3) Current performance with respect to each critical element of his or her position is at least fully satisfactory.

b. Employees who are other than permanent must meet the same criteria contained in paragraph a. of this section. It is important to note that since quality step increases are to be based on future performance as well as past performance, it may not be appropriate to grant a quality step increase to a temporary employee, or to an employee serving on a temporary promotion. Guidance concerning awards that may be more appropriate for employees on temporary appointments or promotions can be found in chapter 451 of the Federal Personnel Manual.

S5-7. EFFECTIVE DATE OF A QUALITY STEP INCREASE

A quality step increase is effective on the first day of the first pay period following the final approval. A quality step increase is not considered to be finally approved until it has been approved by the official who has the authority to authorize the processing of the personnel action which will make the increase effective. Therefore, if an employee's administrative office approves a recommendation for a quality step increase on the last workday of a pay period, and the official responsible for approving the processing of personnel actions does not approve it (i.e., sign, initial, etc.) until sometime during the following pay period, the quality step increase will not be effective until the first day of the first pay period after approval by the authorized personnel official.

S5-8. AGENCY PLANS FOR GRANTING QUALITY STEP INCREASES

In accordance with 5 CFR 531.508, agencies are required to establish plans for granting quality step increases. Each agency plan shall:

—Be as simple as practicable;

—Provide for the delegation of authority to grant quality step increases to the lowest practicable level of management;

—Include criteria and procedures to provide for the granting of quality step increases with consistency throughout the agency and with fairness to all employees;

—Establish a method by which employees in the agency will be informed, at least annually, of the number of quality step increases granted in the agency by grade level; and

—Provide appropriate instruction, guidelines, and training for supervisors and managers on the use of the authority to recommend or grant quality step increases.

Appendix A. Table for Determining Completion of Waiting Periods for Pay and Leave Purposes

INSTRUCTIONS

1. Locate on the table the date employee entered on duty or received last equivalent increase.
2. The completion date is shown in the block opposite the waiting period under consideration.
3. If the waiting period includes February 29, subtract one day from the completion date determined under paragraph 2.

January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
90 days	3-31	4-1	4-2	4-3	4-4	4-5	4-6	4-7	4-8	4-9	4-10	4-11	4-12	4-13	4-14
26 weeks	7-1	7-2	7-3	7-4	7-5	7-6	7-7	7-8	7-9	7-10	7-11	7-12	7-13	7-14	7-15
52 weeks	12-30	12-31	1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8	1-9	1-10	1-11	1-12	1-13
78 weeks	6-30	7-1	7-2	7-3	7-4	7-5	7-6	7-7	7-8	7-9	7-10	7-11	7-12	7-13	7-14
104 weeks	12-29	12-30	12-31	1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8	1-9	1-10	1-11	1-12
156 weeks	12-28	12-29	12-30	12-31	1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8	1-9	1-10	1-11
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
90 days	5-1	5-2	5-3	5-4	5-5	5-6	5-7	5-8	5-9	5-10	5-11	5-12	5-13	5-14	5-15
26 weeks	8-1	8-2	8-3	8-4	8-5	8-6	8-7	8-8	8-9	8-10	8-11	8-12	8-13	8-14	8-15
52 weeks	1-30	1-31	2-1	2-2	2-3	2-4	2-5	2-6	2-7	2-8	2-9	2-10	2-11	2-12	2-13
78 weeks	7-31	8-1	8-2	8-3	8-4	8-5	8-6	8-7	8-8	8-9	8-10	8-11	8-12	8-13	8-14
104 weeks	1-29	1-30	1-31	2-1	2-2	2-3	2-4	2-5	2-6	2-7	2-8	2-9	2-10	2-11	2-12
156 weeks	1-28	1-29	1-30	1-31	2-1	2-2	2-3	2-4	2-5	2-6	2-7	2-8	2-9	2-10	2-11
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
90 days	5-29	5-30	5-31	6-1	6-2	6-3	6-4	6-5	6-6	6-7	6-8	6-9	6-10	6-11	6-12
26 weeks	8-29	8-30	8-31	9-1	9-2	9-3	9-4	9-5	9-6	9-7	9-8	9-9	9-10	9-11	9-12
52 weeks	2-27	2-28	3-1	3-2	3-3	3-4	3-5	3-6	3-7	3-8	3-9	3-10	3-11	3-12	3-13
78 weeks	8-28	8-29	8-30	8-31	9-1	9-2	9-3	9-4	9-5	9-6	9-7	9-8	9-9	9-10	9-11
104 weeks	2-26	2-27	2-28	3-1	3-2	3-3	3-4	3-5	3-6	3-7	3-8	3-9	3-10	3-11	3-12
156 weeks	2-25	2-26	2-27	2-28	3-1	3-2	3-3	3-4	3-5	3-6	3-7	3-8	3-9	3-10	3-11
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
90 days	6-29	6-30	7-1	7-2	7-3	7-4	7-5	7-6	7-7	7-8	7-9	7-10	7-11	7-12	7-13
26 weeks	9-29	9-30	10-1	10-2	10-3	10-4	10-5	10-6	10-7	10-8	10-9	10-10	10-11	10-12	10-13
52 weeks	3-30	3-31	4-1	4-2	4-3	4-4	4-5	4-6	4-7	4-8	4-9	4-10	4-11	4-12	4-13
78 weeks	9-28	9-29	9-30	10-1	10-2	10-3	10-4	10-5	10-6	10-7	10-8	10-9	10-10	10-11	10-12
104 weeks	3-29	3-30	3-31	4-1	4-2	4-3	4-4	4-5	4-6	4-7	4-8	4-9	4-10	4-11	4-12
156 weeks	3-28	3-29	3-30	3-31	4-1	4-2	4-3	4-4	4-5	4-6	4-7	4-8	4-9	4-10	4-11
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
90 days	7-29	7-30	7-31	8-1	8-2	8-3	8-4	8-5	8-6	8-7	8-8	8-9	8-10	8-11	8-12
26 weeks	10-29	10-30	10-31	11-1	11-2	11-3	11-4	11-5	11-6	11-7	11-8	11-9	11-10	11-11	11-12
52 weeks	4-29	4-30	5-1	5-2	5-3	5-4	5-5	5-6	5-7	5-8	5-9	5-10	5-11	5-12	5-13
78 weeks	10-28	10-29	10-30	10-31	11-1	11-2	11-3	11-4	11-5	11-6	11-7	11-8	11-9	11-10	11-11
104 weeks	4-28	4-29	4-30	5-1	5-2	5-3	5-4	5-5	5-6	5-7	5-8	5-9	5-10	5-11	5-12
156 weeks	4-27	4-28	4-29	4-30	5-1	5-2	5-3	5-4	5-5	5-6	5-7	5-8	5-9	5-10	5-11
June	1	2	3	4	5	6	7	8	8	10	11	12	13	14	15
90 days	8-29	8-30	8-31	9-1	9-2	9-3	9-4	9-5	9-6	9-7	9-8	9-9	9-10	9-11	9-12
26 weeks	11-29	11-30	12-1	12-2	12-3	12-4	12-5	12-6	12-7	12-8	12-9	12-10	12-11	12-12	12-13
52 weeks	5-30	5-31	6-1	6-2	6-3	6-4	6-5	6-6	6-7	6-8	6-9	6-10	6-11	6-12	6-13
78 weeks	11-28	11-29	11-30	12-1	12-2	12-3	12-4	12-5	12-6	12-7	12-8	12-9	12-10	12-11	12-12
104 weeks	5-29	5-30	5-31	6-1	6-2	6-3	6-4	6-5	6-6	6-7	6-8	6-9	6-10	6-11	6-12
156 weeks	5-28	5-29	5-30	5-31	6-1	6-2	6-3	6-4	6-5	6-6	6-7	6-8	6-9	6-10	6-11

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	January
4-15	4-16	4-17	4-18	4-19	4-20	4-21	4-22	4-23	4-24	4-25	4-26	4-27	4-28	4-29	4-30	90 days.
7-16	7-17	7-18	7-19	7-20	7-21	7-22	7-23	7-24	7-25	7-26	7-27	7-28	7-29	7-30	7-31	26 weeks.
1-14	1-15	1-16	1-17	1-18	1-19	1-20	1-21	1-22	1-23	1-24	1-25	1-26	1-27	1-28	1-29	52 weeks.
7-15	7-16	7-17	7-18	7-19	7-20	7-21	7-22	7-23	7-24	7-25	7-26	7-27	7-28	7-29	7-30	78 weeks.
1-13	1-14	1-15	1-16	1-17	1-18	1-19	1-20	1-21	1-22	1-23	1-24	1-25	1-26	1-27	1-28	104 weeks.
1-12	1-13	1-14	1-15	1-16	1-17	1-18	1-19	1-20	1-21	1-22	1-23	1-24	1-25	1-26	1-27	156 weeks.
16	17	18	19	20	21	22	23	24	25	26	27	28				February
5-16	5-17	5-18	5-19	5-20	5-21	5-22	5-23	5-24	5-25	5-26	5-27	5-28				90 days.
8-16	8-17	8-18	8-19	8-20	8-21	8-22	8-23	8-24	8-25	8-26	8-27	8-28				26 weeks.
2-14	2-15	2-16	2-17	2-18	2-19	2-20	2-21	2-22	2-23	2-24	2-25	2-26				52 weeks.
8-15	8-16	8-17	8-18	8-19	8-20	8-21	8-22	8-23	8-24	8-25	8-26	8-27				78 weeks.
2-13	2-14	2-15	2-16	2-17	2-18	2-19	2-20	2-21	2-22	2-23	2-24	2-25				104 weeks.
2-12	2-13	2-14	2-15	2-16	2-17	2-18	2-19	2-20	2-21	2-22	2-23	2-24				156 weeks.
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	March
6-13	6-14	6-15	6-16	6-17	6-18	6-19	6-20	6-21	6-22	6-23	6-24	6-25	6-26	6-27	6-28	90 days.
9-13	9-14	9-15	9-16	9-17	9-18	9-19	9-20	9-21	9-22	9-23	9-24	9-25	9-26	9-27	9-28	26 weeks.
3-14	3-15	3-16	3-17	3-18	3-19	3-20	3-21	3-22	3-23	3-24	3-25	3-26	3-27	3-28	3-29	52 weeks.
9-12	9-13	9-14	9-15	9-16	9-17	9-18	9-19	9-20	9-21	9-22	9-23	9-24	9-25	9-26	9-27	78 weeks.
3-13	3-14	3-15	3-16	3-17	3-18	3-19	3-20	3-21	3-22	3-23	3-24	3-25	3-26	3-27	3-28	104 weeks.
3-12	3-13	3-14	3-15	3-16	3-17	3-18	3-19	3-20	3-21	3-22	3-23	3-24	3-25	3-26	3-27	156 weeks.
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		April
7-14	7-15	7-16	7-17	7-18	7-19	7-20	7-21	7-22	7-23	7-24	7-25	7-26	7-27	7-28		90 days.
10-14	10-15	10-16	10-17	10-18	10-19	10-20	10-21	10-22	10-23	10-24	10-25	10-26	10-27	10-28		26 weeks.
4-14	4-15	4-16	4-17	4-18	4-19	4-20	4-21	4-22	4-23	4-24	4-25	4-26	4-27	4-28		52 weeks.
10-13	10-14	10-15	10-16	10-17	10-18	10-19	10-20	10-21	10-22	10-23	10-24	10-25	10-26	10-27		78 weeks.
4-13	4-14	4-15	4-16	4-17	4-18	4-19	4-20	4-21	4-22	4-23	4-24	4-25	4-26	4-27		104 weeks.
4-12	4-13	4-14	4-15	4-16	4-17	4-18	4-19	4-20	4-21	4-22	4-23	4-24	4-25	4-26		156 weeks.
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	May
8-13	8-14	8-15	8-16	8-17	8-18	8-19	8-20	8-21	8-22	8-23	8-24	8-25	8-26	8-27	8-28	90 days.
11-13	11-14	11-15	11-16	11-17	11-18	11-19	11-20	11-21	11-22	11-23	11-24	11-25	11-26	11-27	11-28	26 weeks.
5-14	5-15	5-16	5-17	5-18	5-19	5-20	5-21	5-22	5-23	5-24	5-25	5-26	5-27	5-28	5-29	52 weeks.
11-12	11-13	11-14	11-15	11-16	11-17	11-18	11-19	11-20	11-21	11-22	11-23	11-24	11-25	11-26	11-27	78 weeks.
5-13	5-14	5-15	5-16	5-17	5-18	5-19	5-20	5-21	5-22	5-23	5-24	5-25	5-26	5-27	5-28	104 weeks.
5-12	5-13	5-14	5-15	5-16	5-17	5-18	5-19	5-20	5-21	5-22	5-23	5-24	5-25	5-26	5-27	156 weeks.
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		June
9-13	9-14	9-15	9-16	9-17	9-18	9-19	9-20	9-21	9-22	9-23	9-24	9-25	9-26	9-27		90 days.
12-14	12-15	12-16	12-17	12-18	12-19	12-20	12-21	12-22	12-23	12-24	12-25	12-26	12-27	12-28		26 weeks.
6-14	6-15	6-16	6-17	6-18	6-19	6-20	6-21	6-22	6-23	6-24	6-25	6-26	6-27	6-28		52 weeks.
12-13	12-14	12-15	12-16	12-17	12-18	12-19	12-20	12-21	12-22	12-23	12-24	12-25	12-26	12-27		78 weeks.
6-13	6-14	6-15	6-16	6-17	6-18	6-19	6-20	6-21	6-22	6-23	6-24	6-25	6-26	6-27		104 weeks.
6-12	6-13	6-14	6-15	6-16	6-17	6-18	6-19	6-20	6-21	6-22	6-23	6-24	6-25	6-26		156 weeks.

July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
90 days	9-28	9-29	9-30	10-1	10-2	10-3	10-4	10-5	10-6	10-7	10-8	10-9	10-10	10-11	10-12
26 weeks	12-29	12-30	12-31	1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8	1-9	1-10	1-11	1-12
52 weeks	6-29	6-30	7-1	7-2	7-3	7-4	7-5	7-6	7-7	7-8	7-9	7-10	7-11	7-12	7-13
78 weeks	12-28	12-29	12-30	12-31	1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8	1-9	1-10	1-11
104 weeks	6-28	6-29	6-30	7-1	7-2	7-3	7-4	7-5	7-6	7-7	7-8	7-9	7-10	7-11	7-12
156 weeks	6-27	6-28	6-29	6-30	7-1	7-2	7-3	7-4	7-5	7-6	7-7	7-8	7-9	7-10	7-11
August	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
90 days	10-29	10-30	10-31	11-1	11-2	11-3	11-4	11-5	11-6	11-7	11-8	11-9	11-10	11-11	11-12
26 weeks	1-29	1-30	1-31	2-1	2-2	2-3	2-4	2-5	2-6	2-7	2-8	2-9	2-10	2-11	2-12
52 weeks	7-30	7-31	8-1	8-2	8-3	8-4	8-5	8-6	8-7	8-8	8-9	8-10	8-11	8-12	8-13
78 weeks	1-28	1-29	1-30	1-31	2-1	2-2	2-3	2-4	2-5	2-6	2-7	2-8	2-9	2-10	2-11
104 weeks	7-29	7-30	7-31	8-1	8-2	8-3	8-4	8-5	8-6	8-7	8-8	8-9	8-10	8-11	8-12
156 weeks	7-28	7-29	7-30	7-31	8-1	8-2	8-3	8-4	8-5	8-6	8-7	8-8	8-9	8-10	8-11
September	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
90 days	11-29	11-30	12-1	12-2	12-3	12-4	12-5	12-6	12-7	12-8	12-9	12-10	12-11	12-12	12-13
26 weeks	3-1	3-2	3-3	3-4	3-5	3-6	3-7	3-8	3-9	3-10	3-11	3-12	3-13	3-14	3-15
52 weeks	8-30	8-31	9-1	9-2	9-3	9-4	9-5	9-6	9-7	9-8	9-9	9-10	9-11	9-12	9-13
78 weeks	2-28	3-1	3-2	3-3	3-4	3-5	3-6	3-7	3-8	3-9	3-10	3-11	3-12	3-13	3-14
104 weeks	8-29	8-30	9-31	9-1	9-2	9-3	9-4	9-5	9-6	9-7	9-8	9-9	9-10	9-11	9-12
156 weeks	8-28	8-29	8-30	8-31	9-1	9-2	9-3	9-4	9-5	9-6	9-7	9-8	9-9	9-10	9-11
October	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
90 days	12-29	12-30	12-31	1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8	1-9	1-10	1-11	1-12
26 weeks	3-31	4-1	4-2	4-3	4-4	4-5	4-6	4-7	4-8	4-9	4-10	4-11	4-12	4-13	4-14
52 weeks	9-29	9-30	10-1	10-2	10-3	10-4	10-5	10-6	10-7	10-8	10-9	10-10	10-11	10-12	10-13
78 weeks	3-30	3-31	4-1	4-2	4-3	4-4	4-5	4-6	4-7	4-8	4-9	4-10	4-11	4-12	4-13
104 weeks	9-28	9-29	9-30	10-1	10-2	10-3	10-4	10-5	10-6	10-7	10-8	10-9	10-10	10-11	10-12
156 weeks	9-27	9-28	9-29	9-30	10-1	10-2	10-3	10-4	10-5	10-6	10-7	10-8	10-9	10-10	10-11
November	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
90 days	1-29	1-30	1-31	2-1	2-2	2-3	2-4	2-5	2-6	2-7	2-8	2-9	2-10	2-11	2-12
26 weeks	5-1	5-2	5-3	5-4	5-5	5-6	5-7	5-8	5-9	5-10	5-11	5-12	5-13	5-14	5-15
52 weeks	10-30	10-31	11-1	11-2	11-3	11-4	11-5	11-6	11-7	11-8	11-9	11-10	11-11	11-12	11-13
78 weeks	4-30	5-1	5-2	5-3	5-4	5-5	5-6	5-7	5-8	5-9	5-10	5-11	5-12	5-13	5-14
104 weeks	10-29	10-30	10-31	11-1	11-2	11-3	11-4	11-5	11-6	11-7	11-8	11-9	11-10	11-11	11-12
156 weeks	10-28	10-29	10-30	10-31	11-1	11-2	11-3	11-4	11-5	11-6	11-7	11-8	11-9	11-10	11-11
December	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
90 days	2-28	3-1	3-2	3-3	3-4	3-5	3-6	3-7	3-8	3-9	3-10	3-11	3-12	3-13	3-14
26 weeks	5-31	6-1	6-2	6-3	6-4	6-5	6-6	6-7	6-8	6-9	6-10	6-11	6-12	6-13	6-14
52 weeks	11-29	11-30	12-1	12-2	12-3	12-4	12-5	12-6	12-7	12-8	12-9	12-10	12-11	12-12	12-13
78 weeks	5-30	5-31	6-1	6-2	6-3	6-4	6-5	6-6	6-7	6-8	6-9	6-10	6-11	6-12	6-13
104 weeks	11-28	11-29	11-30	12-1	12-2	12-3	12-4	12-5	12-6	12-7	12-8	12-9	12-10	12-11	12-12
156 weeks	11-27	11-28	11-29	11-30	12-1	12-2	12-3	12-4	12-5	12-6	12-7	12-8	12-9	12-10	12-11

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	July
10-13	10-14	10-15	10-16	10-17	10-18	10-19	10-20	10-21	10-22	10-23	10-24	10-25	10-26	10-27	10-28	90 days.
1-13	1-14	1-15	1-16	1-17	1-18	1-19	1-20	1-21	1-22	1-23	1-24	1-25	1-26	1-27	1-28	26 weeks.
7-14	7-15	7-16	7-17	7-18	7-19	7-20	7-21	7-22	7-23	7-24	7-25	7-26	7-27	7-28	7-29	52 weeks.
1-12	1-13	1-14	1-15	1-16	1-17	1-18	1-19	1-20	1-21	1-22	1-23	1-24	1-25	1-26	1-27	78 weeks.
7-13	7-14	7-15	7-16	7-17	7-18	7-19	7-20	7-21	7-22	7-23	7-24	7-25	7-26	7-27	7-28	104 weeks.
7-12	7-13	7-14	7-15	7-16	7-17	7-18	7-19	7-20	7-21	7-22	7-23	7-24	7-25	7-26	7-27	156 weeks.
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	August
11-13	11-14	11-15	11-16	11-17	11-18	11-19	11-20	11-21	11-22	11-23	11-24	11-25	11-26	11-27	11-28	90 days.
2-13	2-14	2-15	2-16	2-17	2-18	2-19	2-20	2-21	2-22	2-23	2-24	2-25	2-26	2-27	2-28	26 weeks.
8-14	8-15	8-16	8-17	8-18	8-19	8-20	8-21	8-22	8-23	8-24	8-25	8-26	8-27	8-28	8-29	52 weeks.
2-12	2-13	2-14	2-15	2-16	2-17	2-18	2-19	2-20	2-21	2-22	2-23	2-24	2-25	2-26	2-27	78 weeks.
8-13	8-14	8-15	8-16	8-17	8-18	8-19	9-20	8-21	8-22	8-23	8-24	8-25	8-26	8-27	8-28	104 weeks.
8-12	8-13	8-14	8-15	8-16	8-17	8-18	8-19	8-20	8-21	8-22	8-23	8-24	8-25	8-26	8-27	156 weeks.
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		September
12-14	12-15	12-16	12-17	12-18	12-19	12-20	12-21	12-22	12-23	12-24	12-25	12-26	12-27	12-28		90 days.
3-16	3-17	3-18	3-19	3-20	3-21	3-22	3-23	3-24	3-25	3-26	3-27	3-28	3-29	3-30		26 weeks.
9-14	9-15	9-16	9-17	9-18	9-19	9-20	9-21	9-22	9-23	9-24	9-25	9-26	9-27	9-28		52 weeks.
3-15	3-16	3-17	3-18	3-19	3-20	3-21	3-22	3-23	3-24	3-25	3-26	3-27	3-28	3-29		78 weeks.
9-13	9-14	9-15	9-16	9-17	9-18	9-19	9-20	9-21	9-22	9-23	9-24	9-25	9-26	9-27		104 weeks.
9-12	9-13	9-14	9-15	9-16	9-17	9-18	9-19	9-20	9-21	9-22	9-23	9-24	9-25	9-26		156 weeks.
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	October
1-13	1-14	1-15	1-16	1-17	1-18	1-19	1-20	1-21	1-22	2-23	1-24	1-25	1-26	1-27	1-28	90 days.
4-15	4-16	4-17	4-18	4-19	4-20	4-21	4-22	4-23	4-24	4-25	4-26	4-27	4-28	4-29	4-30	26 weeks.
10-14	10-15	10-16	10-17	10-18	10-19	10-20	10-21	10-22	10-23	10-24	10-25	10-26	10-27	10-28	10-29	52 weeks.
4-14	4-15	4-16	4-17	4-18	4-19	4-20	4-21	4-22	4-23	4-24	4-25	4-26	4-27	4-28	4-29	78 weeks.
10-13	10-14	10-15	10-16	10-17	10-18	10-19	10-20	10-21	10-22	10-23	10-24	10-25	10-26	10-27	10-28	104 weeks.
10-12	10-13	10-14	10-15	10-16	10-17	10-18	10-19	10-20	10-21	10-22	10-23	10-24	10-25	10-26	10-27	156 weeks.
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		November
2-13	2-14	2-15	2-16	2-17	2-18	2-19	2-20	2-21	2-22	2-23	2-24	2-25	2-26	2-27		90 days.
5-16	5-17	5-18	5-19	5-20	5-21	5-22	5-23	5-24	5-25	5-26	5-27	5-28	5-29	5-30		26 weeks.
11-14	11-15	11-16	11-17	11-18	11-19	11-20	11-21	11-22	11-23	11-24	11-25	11-26	11-27	11-28		52 weeks.
5-15	5-16	5-17	5-18	5-19	5-20	5-21	5-22	5-23	5-24	5-25	5-26	5-27	5-28	5-29		78 weeks.
11-13	11-14	11-15	11-16	11-17	11-18	11-19	11-20	11-21	11-22	11-23	11-24	11-25	11-26	11-27		104 weeks.
11-12	11-13	11-14	11-15	11-16	11-17	11-18	11-19	11-20	11-21	11-22	11-23	11-24	11-25	11-26		156 weeks.
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	December
3-15	3-16	3-17	3-18	3-19	3-20	3-21	3-22	3-23	3-24	3-25	3-26	3-27	3-28	3-29	3-30	90 days.
6-15	6-16	6-17	6-18	6-19	6-20	6-21	6-22	6-23	6-24	6-25	6-26	6-27	6-28	6-29	6-30	26 weeks.
12-14	12-15	12-16	12-17	12-18	12-19	12-20	12-21	12-22	12-23	12-24	12-25	12-26	12-27	12-28	12-29	52 weeks.
6-14	6-15	6-16	6-17	6-18	6-19	6-20	6-21	6-22	6-23	6-24	6-25	6-26	6-27	6-28	6-29	78 weeks.
12-13	12-14	12-15	12-16	12-17	12-18	12-19	12-20	12-21	12-22	12-23	12-24	12-25	12-26	12-27	12-28	104 weeks.
12-12	12-13	12-14	12-15	12-16	12-17	12-18	12-19	12-20	12-21	12-22	12-23	12-24	12-25	12-26	12-27	156 weeks.

Appendix B. Pay Rates of the General Schedule as Provided by Section 5332 of Title 5, United States Code, and Prior Pay Rates of the General Schedule

CHART I. CRAFTS, PROTECTIVE, AND CUSTODIAL SCHEDULE

Service and grade	Basic annual rates (scheduled) [10]								Longevity rates			Act of—
	Minimum	Intermediate					Maximum		x	y	z	
CPC–1	600	630	660	690	720	750	780					1923 [1]
	600	660	720	780			840					1928 [2]
	600	660	720	780			840					1930 [3]
	720	780	840	900			960					1942 [4]
	864	936	1008	1080			1152					1945 [5]
	1080	1170	1258	1330			1402					1946 [6]
	1410		1500	1588		1660	1732					1948 [7]
	1510	1570	1630	1690	1750	1810	1870		1930	1990	2050	1949 [8]
	1810	1870	1930	1990	2050	2110	2170		2230	2290	2350	1951 [9]
	1945	**2010**	**2075**	**2140**	**2205**	**2270**	**2335**		**2400**	**2465**	**2530**	**1955** [10]
CPC–2	900	960	1020	1080			1140					1923
	1080	1140	1200	1260	1320		1380					1928
	1080	1140	1200	1260	1320		1380					1930
	1200	1260	1320	1380	1440		1500					1942
	1440	1506	1572	1638	1704		1770					1945
	1690	1756	1822	1888	1954		2020					1946
	2020	2086	2152	2218	2284		2350					1948
	2120	2190	2260	2330	2400		2470	2540	2610	2680	2750	1949
	2420	2490	2560	2630	2700		2770	2840	2910	2980	3050	1951
	2600	**2675**	**2750**	**2825**	**2900**		**2975**	**3050**	**3125**	**3200**	**3275**	**1955**
CPC–3	1020	1080	1140	1200			1260					1923
	1200	1260	1320	1380	1440		1500					1928
	1200	1260	1320	1380	1440		1500					1930
	1320	1380	1440	1500	1560		1620					1942
	1572	1638	1704	1770	1836		1902					1945
	1822	1888	1954	2020	2093. 04		2168. 28					1946
	2152	2218	2284	2350	2423. 04		2498. 28					1948
	2252	2332	2412	2492	2572		2652	2732	2812	2892	2972	1949
	2552	2632	2712	2792	2872		2952	3032	3112	3192	3272	1951
	2745	**2830**	**2915**	**3000**	**3085**		**3170**	**3255**	**3340**	**3425**	**3510**	**1955**

See footnotes on page 531–B–24

CHART I. CRAFTS, PROTECTIVE, AND CUSTODIAL SCHEDULE—Continued

Service and grade	Basic annual rates (scheduled) [10]								Longevity rates			Act of—
	Minimum	Intermediate					Maximum		x	y	z	
CPC–4	1140	1200	1260	1320	1380	1440	1500					1923
	1320	1380	1440	1500	1560		1620					1928
	1320	1380	1440	1500	1560	1620	1680					1930
	1500	1560	1620	1680	1740	1800	1860					1942
	1770	1836	1902	1968	2034	2100	2166					1945
	2020	2093. 04	2168. 28	2243. 52	2318. 76	2394	2469. 24					1946
	2350	2423. 04	2498. 28	2573. 52	2648. 76	2724	2799. 24					1948
	2450	2530	2610	2690	2770	2850	2930		3010	3090	3170	1949
	2750	2830	2910	2990	3070	3150	3230		3310	3390	3470	1951
	2955	**3040**	**3125**	**3210**	**3295**	**3380**	**3465**		**3550**	**3635**	**3720**	**1955**
CPC–5	1320	1380	1440	1500	1560	1620	1680					1923
	1500	1560	1620	1680	1740		1800					1928
	1500	1560	1620	1680	1740	1800	1860					1930
	1680	1740	1800	1860	1920	1980	2040					1942
	1968	2034	2100	2166	2232	2298	2364					1945
	2243. 52	2318. 76	2394	2469. 24	2544. 48	2619. 72	2694. 96					1946
	2573. 52	2648. 76	2724	2799. 24	2874. 48	2949. 72	3024. 96					1948
	2674	2754	2834	2914	2994	3074	3154		3234	3314	3394	1949
	2974	3054	3134	3214	3294	3374	3454		3534	3614	3694	1951
	3200	**3285**	**3370**	**3455**	**3540**	**3625**	**3710**		**3795**	**3880**	**3965**	**1955**
CPC–6	1500	1560	1620	1680	1740	1800	1860					1923
	1680	1740	1800	1860	1920		1980					1928
	1680	1740	1800	1860	1920	1980	2040					1930
	1860	1920	1980	2040	2100	2160	2220					1942
	2166	2232	2298	2364	2430	2496	2562					1945
	2469. 24	2544. 48	2619. 72	2694. 96	2770. 20	2845. 44	2920. 68					1946
	2799. 24	2874. 48	2949. 72	3024. 96	3100. 20	3175. 44	3250. 68					1948
	2900	2980	3060	3140	3220	3300	3380		3460	3540	3620	1949
	3200	3280	3360	3440	3520	3600	3680		3760	3840	3920	1951
	3440	**3525**	**3610**	**3695**	**3780**	**3865**	**3950**		**4035**	**4120**	**4205**	**1955**

CPC–7	1680	1740	1800	1860	1920	1980	2040				1923
	1860	1920	1980	2040	2100		2200				1928
	1860	1920	1980	2040	2100	2200	2300				1930
	2040	2100	2160	2220	2300	2400	2500				1942
	2364	2430	2496	2562	2650	2760	2870				1945
	2694. 96	2770. 20	2845. 44	2920. 68	3021	3146. 40	3271. 80				1946
	3024. 96	3100. 20	3175. 44	3250. 68	3351	3476. 40	3601. 80				1948
	3125	3225	3325	3425	3525	3625	3725		3825	3925	4025	1949
	3435	3535	3635	3735	3835	3935	4035		4135	4235	4335	1951
	3695	**3805**	**3915**	**4025**	**4135**	**4245**	**4355**		**4465**	**4575**	**4685**	**1955**
CPC–8	1860	1920	2000	2100	2200	2300	2400					1923
	2000	2100	2200	2300	2400		2500					1928
	2000	2100	2200	2300	2400	2500	2600					1930
	2200	2300	2400	2500	2600	2700	2800					1942
	2540	2650	2760	2870	2980	3090	3200					1945
	2895. 60	3021	3146. 40	3271. 80	3397. 20	3522. 60	3648					1946
	3225. 60	3351	3476. 40	3601. 80	3727. 20	3852. 60	3978					1948
	3400	3525	3650	3775	3900	4025	4150		4275	4400	4525	1949
	3740	3865	3990	4115	4240	4365	4490		4615	4740	4865	1951
	4020	**4155**	**4290**	**4425**	**4560**	**4695**	**4830**		**4965**	**5100**	**5235**	**1955**
CPC–9	2100	2200	2300	2400	2500	2600	2700					1923
	2300	2400	2500	2600	2700		2800					1928
	2300	2400	2500	2600	2700	2800	2900					1930
	2300	2400	2500	2600	2700	2800	2900					1942
	2650	2760	2870	2980	3090	3200	3310					1945
	3271. 80	3397. 20	3522. 60	3648	3773. 40	3898. 80	4024. 20					1946
	3601. 80	3727. 20	3852. 60	3978	4103. 40	4228. 80	4354. 20					1948
	3775	3900	4025	4150	4275	4400	4525		4650	4775	4900	1949
	4150	4275	4400	4525	4650	4775	4900		5025	5150	5275	1951
	4460	**4595**	**4730**	**4865**	**5000**	**5135**	**5270**		**5405**	**5540**	**5675**	**1955**
CPC–10	2400	2500	2600	2700	2800	2900	3000					1923
	2600	2700	2800	2900	3000		3100					1928
	2600	2700	2800	2900	3000	3100	3200					1930
	2600	2700	2800	2900	3000	3100	3200					1942
	2980	3090	3200	3310	3420	3530	3640					1945
	3648	3773. 40	3898. 80	4024. 20	4149. 60	4275	4400. 40					1946
	3978	4103. 40	4228. 80	4354. 20	4479. 60	4605	4730. 40					1948
	4150	4275	4400	4525	4650	4775	4900		5025	5150	5275	1949
	4565	4690	4815	4940	5065	5190	5315		5440	5565	5690	1951
	4905	**5040**	**5175**	**5310**	**5445**	**5580**	**5715**		**5850**	**5985**	**6120**	**1955**

See footnotes on page 531–B–24.

CHART II. GENERAL SCHEDULE

Service and grade				Basic annual pay rates (scheduled)								Longevity rates			Act of—
P	SP	CAF	GS	A	B	C	D	E	F	G	H	X	Y	Z	
	1			900	960	1020	1080	1140	1200	1260					1923 [1]
	1			1020	1080	1140	1200	1260		1320					1928 [2]
	1			1020	1080	1140	1200	1260	1320	1380					1930 [3]
	1			1200	1260	1320	1380	1440	1500	1560					1942 [4]
	1			1440	1506	1572	1638	1704	1770	1836					1945 [5]
	1			1690	1756	1822	1888	1954	2020	2093. 04					1946 [6]
	1			2020	2086	2152	2218	2284	2350	2423. 04					1948 [7]
			1	2200	2200	2280	2360	2440	2520	2600	2680	2760	2840	2920	1949 [8]
			1	2500	2500	2580	2660	2740	2820	2900	2980	3060	3140	3220	1951 [9]
			1	2690	2690	2775	2860	2945	3030	3115	3200	3285	3370	3455	1955 [10]
			1	2960	2960	3055	3150	3245	3340	3435	3530	3625	3720	3815	1958 [18]
			1	3185	3185	3290	3395	3500	3605	3710	3815	3920	4025	4130	1960 [19]
				Basic general schedule rates											
			GS	1	1	2	3	4	5	6	7	8	9	10	
			1	3245	3245	3350	3455	3560	3665	3770	3875	3980	4085	4190	1962 [20]
			1	3305	3305	3410	3515	3620	3725	3830	3935	4040	4145	4250	1962 [21]
			1	3385	3385	3500	3615	3730	3845	3960	4075	4190	4305	4420	1964 [22]
			1	3507	3507	3626	3745	3864	3983	4102	4221	4340	4459	4578	1965 [23]
			1	3609	3609	3731	3853	3975	4097	4219	4341	4463	4585	4707	1966 [24]
			1	3776	3776	3902	4028	4154	4280	4406	4532	4658	4784	4910	1967 [25]
			1	3889	3889	4019	4149	4279	4408	4538	4668	4798	4928	5057	1967 [26]
			1	3889	3889	4019	4149	4279	4408	4538	4668	4798	4928	5057	1967 [27]
			→ 1	4125	4125	4262	4399	4536	4673	4810	4947	5084	5221	5358	1970 [28] ←

				Basic annual pay rates (scheduled)								Longevity rates			
P	SP	CAF	GS	A	B	C	D	E	F	G		X	Y	Z	
		1		1140	1200	1260	1320	1380	1440	1500					1923
		1		1260	1320	1380	1440	1500		1560					1928
		1		1260	1320	1380	1440	1500	1560	1620					1930
		1		1506	1572	1638	1704	1770	1836	1902					1945
		1		1756	1822	1888	1954	2020	2093. 04	2168. 28					1946
		1		2086	2152	2218	2284	2350	2423. 04	2498. 28					1948
			1	2200	2280	2360	2440	2520	2600	2680		2760	2840	2920	1949
			1	2500	2580	2660	2740	2820	2900	2980		3060	3140	3220	1951
			1	2690	2775	2860	2945	3030	3115	3200		3285	3370	3455	1955
			1	2960	3055	3150	3245	3340	3435	3530		3625	3720	3815	1958
			1	3185	3290	3395	3500	3605	3710	3815		3920	4025	4130	1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6	7		8	9	10	
			1	3245	3350	3455	3560	3665	3770	3875		3980	4085	4190	1962
			1	3305	3410	3515	3620	3725	3830	3935		4040	4145	4250	1964
			1	3385	3500	3615	3730	3845	3960	4075		4190	4305	4420	1964
			1	3507	3626	3745	3864	3983	4102	4221		4340	4459	4578	1965
			1	3609	3731	3853	3975	4097	4219	4341		4463	4585	4707	1966
			1	3776	3902	4028	4154	4280	4406	4532		4658	4784	4910	1967
			1	3889	4019	4149	4279	4408	4538	4668		4798	4928	5057	1967
			1	3889	4019	4149	4279	4408	4538	4668		4798	4928	5057	1967
		→	1	4125	4262	4399	4536	4673	4810	4947		5084	5221	5358	1970←

See footnotes on page 531-B-24.

CHART II. GENERAL SCHEDULE—Continued

				Basic annual pay rates (scheduled)								Longevity rates			
P	SP	CAF	GS	A	B	C	D	E	F	G		X	Y	Z	
	2			1140	1200	1260	1320	1380	1440	1500					1923
	2			1260	1320	1380	1440	1500		1560					1928
	2			1260	1320	1380	1440	1500	1560	1620					1930
	2			1320	1380	1440	1500	1560	1620	1680					1942
	2			1572	1638	1704	1770	1836	1902	1968					1945
	2			1822	1888	1954	2020	2093. 04	2168. 28	2243. 52					1946
	2			2152	2218	2284	2350	2423. 04	2498. 28	2573. 52					1948
			1	2280	2360	2440	2520	2600	2680	2680		2760	2840	2920	1949
			1	2580	2660	2740	2820	2900	2980	2980		3060	3140	3220	1951
			1	2690	2775	2860	2945	3030	3115	3200		3285	3370	3455	1955
			1	2960	3055	3150	3245	3340	3435	3530		3625	3720	3815	1958
			1	3185	3290	3395	3500	3605	3710	3815		3920	4025	4130	1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6	7		8	9	10	
			1	3245	3350	3455	3560	3665	3770	3875		3980	4085	4190	1962
			1	3305	3410	3515	3620	3725	3830	3935		4040	4145	4250	1962
			1	3385	3500	3615	3730	3845	3960	4075		4190	4305	4420	1964
			1	3507	3626	3745	3864	3983	4102	4221		4340	4459	4578	1965
			1	3609	3731	3853	3975	4097	4219	4341		4463	4585	4707	1966
			1	3776	3902	4028	4154	4280	4406	4532		4658	4784	4910	1967
			1	3889	4019	4149	4279	4408	4538	4668		4798	4928	5057	1967
			1	3889	4019	4149	4279	4408	4538	4668		4798	4928	5057	1967
		→	1	4125	4262	4399	4536	4673	4810	4947		5084	5221	5358	1970←

				Basic annual pay rates (scheduled)								Longevity rates			
P	SP	CAF	GS	A	B	C	D	E	F	G		X	Y	Z	
	3	2		1320	1380	1440	1500	1560	1620	1680					1923
	3	2		1440	1500	1560	1620	1680		1740					1928
	3	2		1440	1500	1560	1620	1680	1740	1800					1930
	3	2		1704	1770	1836	1902	1968	2034	2100					1945
	3	2		1954	2020	2093. 04	2168. 28	2243. 52	2318. 76	2394					1946
	3	2		2284	2350	2423. 04	2498. 28	2573. 52	2648. 76	2724					1948
			2	2450	2530	2610	2690	2770	2850	2930		3010	3090	3170	1949
			2	2750	2830	2910	2990	3070	3150	3230		3310	3390	3470	1951
			2	2960	3045	3130	3215	3300	3385	3470		3555	3640	3725	1955
			2	3255	3350	3445	3540	3635	3730	3825		3920	4015	4110	1958
			2	3500	3605	3710	3815	3920	4025	4130		4235	4340	4445	1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6	7		8	9	10	
			2	3560	3665	3770	3875	3980	4085	4190		4295	4400	4505	1962
			2	3620	3725	3830	3935	4040	4145	4250		4355	4460	4565	1962
			2	3680	3805	3930	4055	4180	4305	4430		4555	4680	4805	1964
			2	3814	3943	4072	4201	4330	4459	4588		4717	4846	4975	1965
			2	3925	4058	4191	4324	4457	4590	4723		4856	4989	5122	1966
			2	4108	4245	4382	4519	4656	4793	4930		5067	5204	5341	1967
			2	4231	4372	4513	4655	4796	4937	5078		5219	5360	5501	1967
			2	4360	4505	4650	4795	4940	5085	5230		5375	5520	5665	1967
		→	2	4621	4775	4929	5083	5237	5391	5545		5699	5853	6007	1970 ←

CHART II. GENERAL SCHEDULE—Continued

Service and grade				Basic annual pay rates (scheduled)								Longevity rates			Act of—
P	SP	CAF	GS	A	B	C	D	E	F	G		X	Y	Z	
	4	3		1500	1560	1620	1680	1740	1800	1860					1923
	4	3		1620	1680	1740	1800	1860		1920					1928
	4	3		1620	1680	1740	1800	1860	1920	1980					1930
	4	3		1902	1968	2034	2100	2166	2232	2298					1945
	4	3		2168. 28	2243. 52	2318. 76	2394	2469. 24	2544. 48	2619. 72					1946
	4	3		2498. 28	2573. 52	2648. 76	2724	2799. 24	2874. 48	2949. 72					1948
			3	2650	2730	2810	2890	2970	3050	3130		3210	3290	3370	1949
			3	2950	3030	3110	3190	3270	3350	3430		3510	3590	3670	1951
			3	3175	3260	3345	3430	3515	3600	3685		3770	3855	3940	1955
			3	3495	3590	3685	3780	3875	3970	4065		4160	4255	4350	1958
			3	3760	3865	3970	4075	4180	4285	4390		4495	4600	4705	1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6	7		8	9	10	
			3	3820	3925	4030	4135	4240	4345	4455		4580	4705	4830	1962
			3	3880	3985	4090	4195	4300	4405	4525		4650	4775	4900	1962
			3	4005	4140	4275	4410	4545	4680	4815		4950	5085	5220	1964
			3	4149	4289	4429	4569	4709	4849	4989		5129	5269	5409	1965
			3	4269	4413	4557	4701	4845	4989	5133		5277	5421	5565	1966
			3	4466	4615	4764	4913	5062	5211	5360		5509	5658	5807	1967
			3	4600	4753	4907	5060	5214	5367	5521		5674	5828	5981	1967
			3	4917	5081	5245	5409	5573	5737	5901		6065	6229	6393	1967
		→	3	5212	5386	5560	5734	5908	6082	6256		6430	6604	6778	1970←

				Basic annual pay rates (scheduled)								Longevity rates			
P	SP	CAF	GS	A	B	C	D	E	F	G		X	Y	Z	
	5	4		1680	1740	1800	1860	1920	1980	2040					1923
	5	4		1800	1860	1920	1980	2040		2100					1928
	5	4		1800	1860	1920	1980	2040	2100	2160					1930
	5	4		2100	2166	2232	2298	2364	2430	2496					1945
	5	4		2394	2469.24	2544.48	2619.72	2694.96	2770.20	2845.44					1946
	5	4		2724	2799.24	2874.48	2949.72	3024.96	3100.20	3175.44					1948
			4	2875	2955	3035	3115	3195	3275	3355		3435	3515	3595	1949
			4	3175	3255	3335	3415	3495	3575	3655		3735	3815	3895	1951
			4	3415	3500	3585	3670	3755	3840	3925		4010	4095	4180	1955
			4	3755	3850	3945	4040	4135	4230	4325		4420	4515	4610	1958
			4	4040	4145	4250	4355	4460	4565	4670		4775	4880	4985	1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6	7		8	9	10	
			4	4110	4250	4390	4530	4670	4810	4950		5090	5230	5370	1962
			4	4215	4355	4495	4635	4775	4915	5055		5195	5335	5475	1962
			4	4480	4630	4780	4930	5080	5230	5380		5530	5680	5830	1964
			4	4641	4797	4953	5109	5265	5421	5577		5733	5889	6045	1965
			4	4776	4936	5096	5256	5416	5576	5736		5896	6056	6216	1966
			4	4995	5161	5327	5493	5659	5825	5991		6157	6323	6489	1967
			4	5145	5316	5487	5658	5829	6000	6171		6342	6513	6684	1967
			4	5522	5706	5890	6074	6258	6442	6626		6810	6994	7178	1967
			→4	5853	6048	6243	6438	6633	6828	7023		7218	7413	7608	1970←

CHART II. GENERAL SCHEDULE—Continued

				Basic annual pay rates (scheduled)								Longevity rates			
P	SP	CAF	GS	A	B	C	D	E	F	G		X	Y	Z	
1	6	5		1860	1920	2000	2100	2200	2300	2400					1923
1	6	5		2000	2100	2200	2300	2400		2500					1928
1	6	5		2000	2100	2200	2300	2400	2500	2600					1930
1	6	5		2320	2430	2540	2650	2760	2870	2980					1945
1	6	5		2644. 80	2770. 20	2895. 60	3021	3146. 40	3271. 80	3397. 20					1946
1	6	5		2974. 80	3100. 20	3225. 60	3351	3476. 40	3601. 80	3727. 20					1948
			5	3100	3225	3350	3475	3600	3725	3850		3975	4100	4225	1949
			5	3410	3535	3660	3785	3910	4035	4160		4285	4410	4535	1951
			5	3670	3805	3940	4075	4210	4345	4480		4615	4750	4885	1955
			5	4040	4190	4340	4490	4640	4790	4940		5090	5240	5390	1958
			5	4345	4510	4675	4840	5005	5170	5335		5500	5665	5830	1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6	7		8	9	10	
			5	4565	4725	4885	5045	5205	5365	5525		5685	5845	6005	1962
			5	4690	4850	5010	5170	5330	5490	5650		5810	5970	6130	1962
			5	5000	5165	5330	5495	5660	5825	5990		6155	6320	6485	1964
			5	5181	5352	5523	5694	5865	6036	6207		6378	6549	6720	1965
			5	5331	5507	5683	5859	6035	6211	6387		6563	6739	6915	1966
			5	5565	5751	5937	6123	6309	6495	6681		6867	7053	7239	1967
			5	5732	5924	6115	6307	6498	6690	6881		7073	7265	7456	1967
			5	6176	6382	6588	6794	7000	7206	7412		7618	7824	8030	1967
			→5	6548	6766	6984	7202	7420	7638	7856		8074	8292	8510	1970←

				Basic annual pay rates (scheduled)								Longevity rates			
P	SP	CAF	GS	A	B	C	D	E	F	G		X	Y	Z	
	7	6		2100	2200	2300	2400	2500	2600	2700					1923
	7	6		2300	2400	2500	2600	2700		2800					1928
	7	6		2300	2400	2500	2600	2700	2800	2900					1930
	7	6		2650	2760	2870	2980	3090	3200	3310					1945
	7	6		3021	3146. 40	3271. 80	3397. 20	3522. 60	3648	3773. 40					1946
	7	6		3351	3476. 40	3601. 80	3727. 20	3852. 60	3978	4103. 40					1948
			6	3450	3575	3700	3825	3950	4075	4200		4325	4450	4575	1949
			6	3795	3920	4045	4170	4295	4420	4545		4670	4795	4920	1951
			6	4080	4215	4350	4485	4620	4755	4890		5025	5160	5295	1955
			6	4490	4640	4790	4940	5090	5240	5390		5540	5690	5840	1958
			6	4830	4995	5160	5325	5490	5655	5820		5985	6150	6315	1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6	7		8	9	10	
			6	5035	5205	5375	5545	5715	5885	6055		6225	6395	6565	1962
			6	5235	5410	5585	5760	5935	6110	6285		6460	6635	6810	1962
			6	5505	5690	5875	6060	6245	6430	6615		6800	6985	7170	1964
			6	5702	5894	6086	6278	6470	6662	6854		7046	7238	7430	1965
			6	5867	6065	6263	6461	6659	6857	7055		7253	7451	7649	1966
			6	6137	6342	6547	6752	6957	7162	7367		7572	7777	7982	1967
			6	6321	6532	6743	6955	7166	7377	7588		7799	8010	8221	1967
			6	6882	7111	7340	7569	7798	8027	8256		8485	8714	8943	1967
			→6	7294	7537	7780	8023	8266	8509	8752		8995	9238	9481	1970←

CHART II. GENERAL SCHEDULE—Continued

Service and grade				Basic annual pay rates (scheduled)								Longevity rates			Act of—
P	SP	CAF	GS	A	B	C	D	E	F	G		X	Y	Z	
2	8	7		2400	2500	2600	2700	2800	2900	3000					1923
2	8	7		2600	2700	2800	2900	3000		3100					1928
2	8	7		2600	2700	2800	2900	3000	3100	3200					1930
2	8	7		2980	3090	3200	3310	3420	3530	3640					1945
2	8	7		3397. 20	3522. 60	3648	3773. 40	3898. 80	4024. 20	4149. 60					1946
2	8	7		3727. 20	3852. 60	3978	4103. 40	4228. 80	4354. 20	4479. 60					1948
			7	3825	3950	4075	4200	4325	4450	4575		4700	4825	4950	1949
			7	4205	4330	4455	4580	4705	4830	4955		5080	5205	5330	1951
			7	4525	4660	4795	4930	5065	5200	5335		5470	5605	5740	1955
			7	4980	5130	5280	5430	5580	5730	5880		6030	6180	6330	1958
			7	5355	5520	5685	5850	6015	6180	6345		6510	6675	6840	1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6	7		8	9	10	
			7	5540	5725	5910	6095	6280	6465	6650		6835	7020	7205	1962
			7	5795	5990	6185	6380	6575	6770	6965		7160	7355	7550	1962
			7	6050	6250	6450	6650	6850	7050	7250		7450	7650	7850	1964
			7	6269	6476	6683	6890	7097	7304	7511		7718	7925	8132	1965
			7	6451	6664	6877	7090	7303	7516	7729		7942	8155	8368	1966
			7	6734	6959	7184	7409	7634	7859	8084		8309	8534	8759	1967
			7	6981	7214	7447	7680	7913	8146	8379		8612	8845	9078	1967
			7	7639	7894	8149	8404	8659	8914	9169		9424	9679	9934	1967
			→7	8098	8368	8638	8908	9178	9448	9718		9988	10258	10528	1970←

				Basic annual pay rates (scheduled)								Longevity rates			
P	SP	CAF	GS	A	B	C	D	E	F	G		X	Y	Z	
		8		2700	2800	2900	3000	3100	3200	3300					1923
		8		2900	3000	3100	3200	3300		3400					1928
		8		2900	3000	3100	3200	3300	3400	3500					1930
		8		3310	3420	3530	3640	3750	3860	3970					1945
		8		3773. 40	3898. 80	4024. 20	4149. 60	4275	4400. 40	4525. 80					1946
		8		4103. 40	4228. 80	4354. 20	4479. 60	4605	4730. 40	4855. 80					1948
			8	4200	4325	4450	4575	4700	4825	4950		5075	5200	5325	1949
			8	4620	4745	4870	4995	5120	5245	5370		5495	5620	5745	1951
			8	4970	5105	5240	5375	5510	5645	5780		5915	6050	6185	1955
			8	5470	5620	5770	5920	6070	6220	6370		6520	6670	6820	1958
			8	5885	6050	6215	6380	6545	6710	6875		7040	7205	7370	1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6	7		8	9	10	
			8	6090	6295	6500	6705	6910	7115	7320		7525	7730	7935	1962
			8	6390	6600	6810	7020	7230	7440	7650		7860	8070	8280	1962
			8	6630	6850	7070	7290	7510	7730	7950		8170	8390	8610	1964
			8	6869	7097	7325	7553	7781	8009	8237		8465	8693	8921	1965
			8	7068	7303	7538	7773	8008	8243	8478		8713	8948	9183	1966
			8	7384	7630	7876	8122	8368	8614	8860		9106	9352	9598	1967
			8	7699	7956	8213	8470	8727	8984	9241		9498	9755	10012	1967
			8	8449	8731	9013	9295	9577	9859	10141		10423	10705	10987	1967
		→	8	8956	9255	9554	9853	10152	10451	10750		11049	11348	11647	1970←

CHART II. GENERAL SCHEDULE—Continued

				Basic annual pay rates (scheduled)								Longevity rates			
P	SP	CAF	GS	A	B	C	D	E	F	G		X	Y	Z	
3		9		3000	3100	3200	3300	3400	3500	3600					1923
3		9		3200	3300	3400	3500	3600		3700					1928
3		9		3200	3300	3400	3500	3600	3700	3800					1930
3		9		3640	3750	3860	3970	4080	4190	4300					1945
3		9		4149. 60	4275	4400. 40	4525. 80	4651. 20	4776. 60	4902					1946
3		9		4479. 60	4605	4730. 40	4855. 80	4981. 20	5106. 60	5232					1948
			9	4600	4725	4850	4975	5100	5225	5350		5475	5600	5725	1949
			9	5060	5185	5310	5435	5560	5685	5810		5935	6060	6185	1951
			9	5440	5575	5710	5845	5980	6115	6250		6385	6520	6655	1955
			9	5985	6135	6285	6435	6585	6735	6885		7035	7185	7335	1958
			9	6435	6600	6765	6930	7095	7260	7425		7590	7755	7920	1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6	7		8	9	10	
			9	6675	6900	7125	7350	7575	7800	8025		8250	8475	8700	1962
			9	7030	7260	7490	7720	7950	8180	8410		8640	8870	9100	1962
			9	7220	7465	7710	7955	8200	8445	8690		8935	9180	9425	1964
			9	7479	7733	7987	8241	8495	8749	9003		9257	9511	9765	1965
			9	7696	7957	8218	8479	8740	9001	9262		9523	9784	10045	1966
			9	8054	8323	8592	8861	9130	9399	9668		9937	10206	10475	1967
			9	8462	8744	9026	9308	9590	9872	10154		10436	10718	11000	1967
			9	9320	9631	9942	10253	10564	10875	11186		11497	11808	12119	1967
		→	9	9881	10210	10539	10868	11197	11526	11855		12184	12513	12842	1970←

				Basic annual pay rates (scheduled)								Longevity rates			
P	SP	CAF	GS	A	B	C	D	E	F	G		X	Y	Z	
		10		3300	3400	3500	3600	3700	3800	3900					1923
		10		3500	3600	3700	3800	3900		4000					1928
		10		3500	3600	3700	3800	3900	4000	4100					1930
		10		3970	4080	4190	4300	4410	4520	4630					1945
		10		4525. 80	4651. 20	4776. 60	4902	5027. 40	5152. 80	5278. 20					1946
		10		4855. 80	4981. 20	5106. 60	5232	5357. 40	5482. 80	5608. 20					1948
			10	5000	5125	5250	5375	5500	5625	5750		5875	6000	6125	1949
			10	5500	5625	5750	5875	6000	6125	6250		6375	6500	6625	1951
			10	5915	6050	6185	6320	6455	6590	6725		6860	6995	7130	1955
			10	6505	6655	6805	6955	7105	7255	7405		7555	7705	7855	1958
			10	6995	7160	7325	7490	7655	7820	7985		8150	8315	8480	1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6	7		8	9	10	
			10	7290	7535	7780	8025	8270	8515	8760		9005	9250	9495	1962
			10	7690	7945	8200	8455	8710	8965	9220		9475	9730	9985	1964
			10	7900	8170	8440	8710	8980	9250	9520		9790	10060	10330	1964
			10	8184	8464	8744	9024	9304	9584	9864		10144	10424	10704	1965
			10	8421	8709	8997	9285	9573	9861	10149		10437	10725	11013	1966
			10	8821	9115	9409	9703	9997	10291	10585		10879	11173	11467	1967
			10	9297	9607	9917	10227	10537	10847	11157		11467	11777	12087	1967
			10	10252	10594	10936	11278	11620	11962	12304		12646	12988	13330	1967
		→	10	10869	11231	11593	11955	12317	12679	13041		13403	13765	14127	1970←

CHART II. GENERAL SCHEDULE—Continued

Service and grade				Basic annual pay rates (scheduled)							Longevity rates				Act of—
P	SP	CAF	GS	A	B	C	D	E	F	G	X	Y	Z		
4		11		3800	4000	4200	4400	4600	4800	5000					1923
4		11		3800	4000	4200				4400					1928
4		11		3800	4000	4200	4400			4600					1930
4		11		4300	4520	4740	4960			5180					1945
4		11		4902	5152. 80	5403. 60	5654. 40			5905. 20					1946
4		11		5232	5482. 80	5733. 60	5984. 40			6235. 20					1948
			11	5400	5600	5800	6000	6200		6400					1949
			11	5940	6140	6340	6540	6740		6940					1951
											7140	7340	7540		1954[14]
			11	6390	6605	6820	7035	7250		7465	7680	7895	8110		1955
			11	7030	7270	7510	7750	7990		8230	8470	8710	8950		1958
			11	7560	7820	8080	8340	8600		8860	9120	9380	9640		1960
				Basic general schedule rates											
			GS	1	2	3	4	5		6	7	8	9	10	
			11	8045	8310	8575	8840	9105		9370	9635	9900	10165		1962
			11	8410	8690	8970	9250	9530		9810	10090	10370	10650		1962
			11	8650	8945	9240	9535	9830		10125	10420	10715	11010	11305	1964
			11	8961	9267	9573	9879	10185		10491	10797	11103	11409	11715	1965
			11	9221	9536	9851	10166	10481		10796	11111	11426	11741	12056	1966
			11	9657	9979	10301	10623	10945		11267	11589	11911	12233	12555	1967
			11	10203	10543	10883	11223	11563		11903	12243	12583	12923	13263	1967
			11	11233	11607	11981	12355	12729		13103	13477	13851	14225	14599	1967
		→	11	11905	12302	12699	13096	13493		13840	14287	14684	15081	15478	1970←

				Basic annual pay rates (scheduled)							Longevity rates				
P	SP	CAF	GS	A	B	C	D	E	F		X	Y	Z		
5		12		5200	5400	5600	5800	6000							1923
5		12		4600	4800	5000		5200							1928
5		12		4600	4800	5000	5200	5400							1930
5		12		5180	5390	5600	5810	6020							1945
5		12		5905. 20	6144. 60	6384	6623. 40	6862. 80							1946
5		12		6235. 20	6474. 60	6714	6953. 40	7192. 80							1948
			12	6400	6600	6800	7000	7200	7400						1949
			12	7040	7240	7440	7640	7840	8040						1951
											8240	8440	8640		1954
			12	7570	7785	8000	8215	8430	8645		8860	9075	9290		1955
			12	8330	8570	8810	9050	9290	9530		9770	10010	10250		1958
			12	8955	9215	9475	9735	9995	10255		10515	10775	11035		1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6		7	8	9	10	
			12	9475	9790	10105	10420	10735	11050		11365	11680	11995		1962
			12	9980	10310	10640	10970	11300	11630		11960	12290	12620		1962
			12	10250	10605	10960	11315	11670	12025		12380	12735	13090	13445	1964
			12	10619	10987	11355	11723	12091	12459		12827	13195	13563	13931	1965
			12	10927	11306	11685	12064	12443	12822		13201	13580	13959	14338	1966
			12	11461	11843	12225	12607	12989	13371		13753	14135	14517	14899	1967
			12	12174	12580	12986	13392	13798	14204		14610	15016	15422	15828	1967
			12	13389	13835	14281	14727	15173	15619		16065	16511	16957	17403	1967
		→	12	14192	14665	15138	15611	16084	16557		17030	17503	17976	18449	1970←

See footnotes on page 531-B-24.

CHART II. GENERAL SCHEDULE—Continued

				Basic annual pay rates (scheduled)							Longevity rates				
P	SP	CAF	GS	A	B	C	D	E	F		X	Y	Z		
6		13		6000	6500	7000		7500							1923
6		13		5600	5800	6000	6200	6400							1928
6		13		5600	5800	6000	6200	6400							1930
6		13		6230	6440	6650	6860	7070							1945
6		13		7102. 20	7341. 60	7581	7820. 40	8059. 80							1946
6		13		7432. 20	7671. 60	7911	8150. 40	8389. 80							1948
			13	7600	7800	8000	8200	8400	8600						1949
			13	8360	8560	8760	8960	9160	9360						1951
											9560	9760	9960		1954
			13	8990	9205	9420	9635	9850	10065		10280	10495	10710		1955
			13	9890	10130	10370	10610	10850	11090		11330	11570	11810		1958
			13	10635	10895	11155	11415	11675	11935		12195	12455	12715		1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6		7	8	9	10	
			13	11150	11515	11880	12245	12610	12975		13340	13705	14070		1962
			13	11725	12110	12495	12880	13265	13650		14035	14420	14805		1962
			13	12075	12495	12915	13335	13755	14175		14595	15015	15435	15855	1964
			13	12510	12945	13380	13815	14250	14685		15120	15555	15990	16425	1965
			13	12873	13321	13769	14217	14665	15113		15561	16009	16457	16905	1966
			13	13507	13957	14407	14857	15307	15757		16207	16657	17107	17557	1967
			13	14409	14889	15369	15849	16329	16809		17289	17769	18249	18729	1967
			13	15812	16339	16866	17393	17920	18447		18974	19501	20028	20555	1967
		→	13	16760	17319	17878	18437	18996	19555		20114	20673	21232	21791	1970←

				Basic annual pay rates (scheduled)							Longevity rates				
P	SP	CAF	GS	A	B	C	D	E	F		X	Y	Z		
7		14		7500					7500						1923
7		14		6500	7000				7500						1928
7		14		6500	7000				7500						1930
7		14		6500	6750	7000		7250	7500						1941 [11]
7		14		7175	7437. 50	7700		7962. 50	8225						1945
7		14		8179. 50	8478. 75	8778		9077. 25	9376. 50						1946
7		14		8509. 50	8808. 75	9108		9407. 25	9706. 50						1948
			14	8800	9000	9200	9400	9600	9800						1949
			14	9600	9800	10000	10200	10400	10600						1951
											10800	11000	11200		1954
			14	10320	10535	10750	10965	11180	11395		11610	11825	12040		1955
			14	11355	11595	11835	12075	12315	12555		12795	13035	13275		1958
			14	12210	12470	12730	12990	13250	13510		13770	14030	14290		1960
				Basic general schedule rates											
			GS	1	2	3	4	5	6		7	8	9	10	
			14	12845	13270	13695	14120	14545	14970		15395	15820	16245		1962
			14	13615	14065	14515	14965	15415	15865		16315	16765	17215		1962
			14	14170	14660	15150	15640	16130	16620		17110	17600	18090	18580	1964
			14	14680	15188	15696	16204	16712	17220		17728	18236	18744	19252	1965
			14	15106	15629	16152	16675	17198	17721		18244	18767	19290	19813	1966
			14	15841	16369	16897	17425	17953	18481		19009	19537	20065	20593	1967
			14	16946	17511	18076	18641	19206	19771		20336	20901	21466	22031	1967
			14	18531	19149	19767	20385	21003	21621		22239	22857	23475	24093	1967
		→	14	19643	20298	20953	21608	22263	22918		23573	24228	24883	25538	1970←

See footnotes on page 531-B-24.

CHART II. GENERAL SCHEDULE—Continued

Service and grade				Basic annual pay rates (scheduled)						Longevity rates					Act of—
P	SP	CAF	GS	A	B	C	D	E		X	Y	Z			
8		15		8000	8500			9000							1928
8		15		8000	8500			9000							1930
8		15		8000	8250	8500	8750	9000							1941[11]
8		15		8750	9012. 50	9275	9537. 50	9800							1945
8		15		9975	10000	10000	10000	10000							1946
8		15		10305	10330	10330	10330	10330							1948
			15	10000	10250	10500[12]	10750	11000							1949
			15	10800	11050	11300	11550	11800							1951
										12000	12200	12400			1954
			15	1'510	11880	12150	12420	12690		12905	13120	13335			1955
			15	12770	13070	13370	13670	13970		14210	14450	14690			1958
			15	13730	14055	14380	14705	15030		15290	15550	15810			1960
				Basic general schedule rates											
			GS	1	2	3	4	5		6	7	8	9	10	
			15	14565	15045	15525	16005	16485		16965	17445	17925			1962
			15	15665	16180	16695	17210	17725		18240	18755	19270			1962
			15	16460	17030	17600	18170	18740		19310	19880	20450	21020	21590	1964
			15	17055	17645	18235	18825	19415		20005	20595	21185	21775	22365	1965
			15	17550	18157	18764	19371	19978		20585	21192	21799	22406	23013	1966
			15	18404	19017	19630	20243	20856		21469	22082	22695	23308	23921	1967
			15	19780	20439	21098	21757	22416		23075	23734	24393	25052	25711	1967
			15	21589	22309	23029	23749	24469		25189	25909	26629	27349	28069	1967
		→	15	22885	23648	24411	25174	25937		26700	27463	28226	28989	29752	1970←

				Basic annual pay rates (scheduled)											
P	SP	CAF	GS	A	B	C	D	E							
9		16		Over	9000 [11]										1928
				“	“										1930
				“	“										1945
				“	10000										1946
				“	10330										1948
			16	11200	11400	11600	11800	12000							1949
			16	12000	12200	12400	12600	12800							1951
			16	12900	13115	13330	13545	13760							1955
			16	14190	14430	14670	14910	15150							1958
			16	15255	15[illegible]5	15775	16035	16295							1960
				Basic general schedule rates											
			GS	1	2	3	4	5		6	7	8	9		
			16	16000	16500	17000	17500	18000							1962
			16	16000	16500	17000	17500	18000							1962
			16	18935	19590	20245	20900	21555		22210	22865	23520	24175		1964
			16	19619	20297	20975	21653	22331		23009	23687	24365	25043		1965
			16	20075	20745	21415	22085	22755		23425	24095	24765	25435		1966
			16	20982	21681	22380	23079	23778		24477	25176	25875	26574		1967
			16	22835	23596	24357	25118	25879		26640	27401	28162*	28923*		1967
			16	25044	25879	26714	27549	28384		29219	30054	30889	31724		1967
		→	16	26547	27432	28317	29202	30087		30972	31857	32742	33627		1970←

See footnote on page 531–B–24.
*See note on page 531-B-23.

CHART II. GENERAL SCHEDULE—Continued

				Basic annual pay rates (scheduled)											
P	SP	CAF	GS	A	B	C	D	E							
			17	12200	12400	12600	12800	13000							1949
			17	13000	13200	13400	13600	13800							1951
			17	13975	14190	14405	14620	14620 [16]							1955
			17	13975	14190	14405	14620	14835							1956 [17]
			17	15375	15615	15855	16095	16335							1958
			17	16530	16790	17050	17310	17570							1960
				Basic general schedule rates											
			GS	1	2	3	4	5							
			17	18000	18500	19000	19500	20000							1962
			17	18000	18500	19000	19500	20000							1962
			17	21445	22195	22945	23695	24445							1964
			17	22217	22994	23771	24548	25325							1965
			17	22760	23520	24280	25040	25800							1966
			17	23788	24581	25374	26167	26960							1997
			17	26264	27139	28014*	28889*	29764*							1967
			17	28976	29942	30908	31874	32840							1967
		→	17	30714	31738	32762	33786	34810							1970←

See footnotes on page 531–B–24.

*See note on page 531-B-23.

P	SP.	CAF	GS	Basic annual pay rates (scheduled)											
			18	14000											1949
			18	14800											1951
			18	14800											1955
			18	16000											1956[17]
			18	17500											1958
			18	18500											1960
				Basic general schedule rates											
			GS												
			18	20000											1962
			18	20000											1962
			18	24500											1964
			18	25382											1965
			18	25890											1966
			18	27055											1967
			18	30239*											1967
			18	33495											1967
		→	18	35505←											

*These rates show the increases halfway to comparability with private enterprise levels as required by section 212 of the Federal Salary Act of 1967, but section 216 of that law provided that no rate be increased in excess of the salary level for level V of the Executive Schedule. Level V of the Executive Schedule was increased from $28,000 to $36,000 effective the first pay period which began after February 14, 1969. Prior to the effective date for the pay increase for level V of the Executive Schedule, the pay for employees at these rates was limited to $28,000.

Footnotes

[1] Classification Act of March 4, 1923, and Joint Resolution of June 7, 1924, effective July 1, 1924.

[2] Welch Act of May 28, 1928, effective July 1, 1928.

[3] Brookhart Act of July 3, 1930, effective July 3, 1930.

[4] Custodial Act of August 1, 1942, Public Law 77–694, effective August 1, 1942.

[5] Federal Employees Pay Act of 1945, effective July 1, 1945.

[6] Federal Employees Pay Act of 1946, effective July 1, 1946.

[7] Postal Rate Revision and Federal Employees Salary Act of 1948, approved July 3, 1948, effective on the first day of the first pay period after June 30, 1948.

[8] Classification Act of 1949, approved October 28, 1949, effective on the first day of the first pay period after October 28, 1949.

[9] Federal Employees Pay Act of 1951, approved October 24, 1951, effective the first pay period after June 30, 1951.

[10] Federal Employees Salary Increase Act of 1955, approved June 28, 1955, effective on the first day of the first pay period after February 28, 1955.

[11] Mead-Ramspeck Act, Public Law 77–200, effective July 1, 1941.

[12] The former rate of $10,305 and $10,330 were converted to $10,500, the middle rate of GS–15.

[13] Rates established by express legislation, no initial adjustments to GS grades.

[14] [Deleted]

[15] Longevity rates established for grades GS–11 through GS–15 by Public Law 763, September 1, 1954.

[16] Crafts, Protective, and Custodial Schedule abolished not later than September 11, 1955. Schedule retained here for longevity pay purposes.

[17] Federal Executive Pay Act of 1956, approved July 31, 1956, effective on the first day of the first pay period after June 30, 1956.

[18] Federal Employees Salary Increase Act of 1958, approved June 20, 1958, effective on the first day of the first pay period after January 1, 1958.

[19] Federal Employees Salary Increase Act of 1960, effective on the first day of the first pay period after July 1, 1960.

[20] Federal Salary Reform Act of 1962, Compensation Schedule I, effective on the first day of the first pay period on or after October 11, 1962.

[21] Federal Salary Reform Act of 1962, Compensation Schedule II, effective on the first day of the first pay period on or after January 1, 1964.

[22] Federal Employees Salary Act of 1964, effective on the first day of the first pay period on or after July 1, 1964.

[23] Federal Employees Salary Act of 1965, effective on the first day of the first pay period on or after October 1, 1965.

[24] Federal Employees Salary Act of 1966, effective on the first day of the first pay period on or after July 1, 1966.

[25] Federal Salary Act of 1967, effective on the first day of the first pay period on or after October 1, 1967.

[26] Executive Order 11413 of June 11, 1968, →issued under the Federal Salary Act of 1967,← effective on the first day of the first pay period on or after July 1, 1968.

[27] Executive Order 11474 of June 16, 1969, →issued under the Federal Salary Act of 1967,← effective on the first day of the first pay period on or after July 1, 1969.

[28] →Executive Order 11524 of April 15, 1970, issued under the Federal Employees Salary Act of 1970, effective on the first day of the first pay period on or after December 27, 1969.←

Appendix C.

Pay Rates for All Examples Contained in Book 531

1979 Regular General Schedule Rates
Effective October 1979

Step	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*Amt. of Step Incr.*
		*265	*265	*265	*265	*155	*262	*360	*315	*315	
GS–1	7518	7783	8048	8313	8578	8733	8995	9355	9670	9985	Varied
		*212	*296	*253	*108	*266	*289	*289	*291	*287	
GS–2	8509	8721	9017	9270	9378	9644	9933	10222	10513	10800	Varied
GS–3	9334	9642	9950	10258	10566	10874	11184	11490	11798	12106	308
GS–4	10000	10333	10666	10999	11332	11665	11998	12331	12664	12997	333
GS–5	11000	11367	11734	12101	12468	12835	13202	13569	13936	14303	367
GS–6	12131	12535	12939	13343	13747	14151	14555	14959	15363	15767	404
GS–7	13345	13789	14233	14677	15121	15565	16009	16453	16897	17341	444
GS–8	14641	15129	15617	16105	16593	17081	17569	18057	18545	19033	488
GS–9	16026	16560	17094	17628	18162	18696	19230	19764	20298	20832	534
GS–10	17500	18083	18666	19249	19832	20415	20998	21581	22164	22747	583
GS–11	19072	19707	20342	20977	21612	22247	22882	23517	24152	24787	635
GS–12	22231	22971	23711	24451	25191	25931	26671	27411	28151	28891	740
GS–13	25767	26625	27483	28341	29199	30057	30915	31773	32631	33489	858
GS–14	29729	30719	31709	32699	33689	34679	35669	36659	37649	38639	990
GS–15	34184	35322	36460	37598	38736	39874	41012	42150	43288	44426	1138

*These rates reflect the amount of a within-grade increase between the steps of grades with varied increments.

NOTE: THESE RATES HAVE BEEN DEVELOPED SOLELY FOR USE IN THIS BOOK. THEY ARE NOT TO BE USED FOR ANY OTHER PURPOSE.

1979 Special General Schedule Rates
Effective October 1979

Step	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*Amt. of Step Incr.*
GS–4	10999	11332	11665	11998	12331	12664	12997	13330	13663	13996	13996

1979 Federal Wage System Rates for Washington, D.C. Area
Effective October 1979

Step	*1*	*2*	*3*	*4*	*5*
WG–1	4.87	5.06	5.26	5.47	5.69
WG–2	5.26	5.47	5.69	5.92	6.16
WG–3	5.66	5.89	6.12	6.37	6.62
WG–4	6.06	6.30	6.55	6.81	7.08
WG–5	6.46	6.72	6.99	7.27	7.56
WG–6	6.86	7.13	7.42	7.71	8.02
WG–7	7.30	7.59	7.89	8.21	8.54
WG–8	7.70	8.00	8.32	8.65	9.00
WG–9	8.09	8.41	8.75	9.10	9.46
WG–10	8.50	8.84	9.19	9.56	9.94
WG–11	8.90	9.26	9.63	10.02	10.42
WG–12	9.30	9.67	10.06	10.46	10.88
WG–13	9.69	10.08	10.48	10.90	11.34
WG–14	10.10	10.50	10.92	11.36	11.81
WG–15	10.59	11.01	11.45	11.91	12.39

NOTE: THESE RATES HAVE BEEN DEVELOPED SOLELY FOR USE IN THIS BOOK. THEY ARE NOT TO BE USED FOR ANY OTHER PURPOSE.

1980 Regular General Schedule Rates
Effective October 1980

Step	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*Amt. of Step Incr.*
		*276	*286	*281	*281	*164	*278	*381	*306	*283	
GS–1	7969	8245	8531	8812	9093	9257	9535	9916	10222	10505	Varied
		*224	*314	*268	*115	*306	*306	*307	*307	*304	
GS–2	9020	9244	9558	9826	9941	10247	10553	10860	11168	11472	Varied
GS–3	9894	10221	10548	10875	11202	11529	11856	12183	12510	12837	327
GS–4	10600	10953	11306	11659	12012	12365	12718	13071	13424	13777	353
GS–5	11660	12049	12438	12827	13216	13605	13994	14383	14772	15161	389
GS–6	12859	13287	13715	14143	14571	14999	15427	15855	16283	16711	428
GS–7	14146	14617	15088	15559	16030	16501	16972	17443	17914	18385	471
GS–8	15519	16036	16553	17070	17587	18104	18621	19138	19655	20172	517
GS–9	16988	17554	18120	18686	19252	19818	20384	20950	21516	22082	566
GS–10	18550	19168	19786	20404	21022	21640	22258	22876	23494	24112	618
GS–11	20216	20889	21562	22235	22908	23581	24254	24927	25600	26273	673
GS–12	23565	24350	25135	25920	26705	27490	28275	29060	29845	30630	785
GS–13	27313	28223	29133	30043	30953	31863	32773	33683	34593	35503	910
GS–14	31513	32562	33611	34660	35709	36758	37807	38856	39905	40954	1049
GS–15	36235	37442	38649	39856	41063	42270	43477	44684	45891	47098	1207

*These rates reflect the amount of a within-grade increase between the steps of grades with varied increments.

1980 Special General Schedule
Effective October 1980

Step	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*Amt. of Step Incr.*
GS–4	11659	12012	12365	12718	13071	13424	13777	14130	14483	14846	353

1981 Regular General Schedule Rates for GS–13
Effective October 1981

Step	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*Amt. of Step Incr.*
GS–13	28952	29907	30863	31818	32773	33729	34684	35640	36595	37550	955

NOTE: THESE RATES HAVE BEEN DEVELOPED SOLELY FOR USE IN THIS BOOK. THEY ARE NOT TO BE USED FOR ANY OTHER PURPOSE.

U.S. GOVERNMENT PRINTING OFFICE: 1982-361-393:1005

Book 536

Grade and Pay Retention

Contents

SUBCHAPTER S1. General

- S1–1. Introduction
- S1–2. Legal Basis
- S1–3. Definitions
- S1–4. Comparison of Grades in Different Pay Systems
- S1–5. Determination of Applicable Rate Schedule

SUBCHAPTER S2. Eligible Employees

- S2–1. Grade Retention
- S2–2. Pay Retention
- S2–3. Exclusions

SUBCHAPTER S3. Actions Covered

- S3–1. Grade Retention
- S3–2. Pay Retention

SUBCHAPTER S4. Employee Entitlement

- S4–1. Period of Grade Retention
- S4–2. Determination of Retained Grade
- S4–3. Applicability of Retained Grade
- S4–4. Rate of Basic Pay under Pay Retention
- S4–5. Effect of Temporary Promotions and Temporary Reassignments

SUBCHAPTER S5. Loss of Eligibility/Termination of Grade Retention and Pay Retention

- S5–1. Termination Conditions
- S5–2. Effective Date of Terminations

SUBCHAPTER S6. Appeals

- S6–1. Applicability
- S6–2. Filing the Appeal
- S6–3. Processing the Appeal
- S6–4. Cancellation of the Appeal

APPENDIX A. Pay Schedules for Use in Book 536 Examples

Reproduced from poor document.

Subchapter S1. General

S1-1. INTRODUCTION

a. *Applicability.* Book 536 contains guidance on the application of grade retention and pay retention to employees paid under the General Schedule. (Guidance on the application of grade retention and pay retention to employees under the Federal Wage System may be found in FPM Supplement 532-1.) ★★ This guidance should be applied to actions occurring on or after the first day of the first applicable pay period on or after January 11, 1979. ★★

b. *Grade retention*. Grade retention permits an employee who meets specific requirements to retain his or her grade for certain purposes for a period of two years. Grade retention applies in certain cases if:

—the employee has been placed in a lower-graded position as a result of reduction-in-force procedures;

—the employee's position has been reduced in grade as a result of reclassification; or

—the employee has been placed in a lower-graded position under circumstances prescribed by the agency to warrant grade retention. During the 2-year period of grade retention, the retained grade is treated as the employee's grade for most purposes. Upon expiration of the 2-year grade retention period, the employee is entitled to pay retention.

c. *Pay retention*. Pay retention is provided, not only at the expiration of the 2-year period, but also in a number of other situations when the employee's pay would otherwise be reduced.

d. *Examples*. Extensive use is made of examples for clarification purposes. Most of the examples in Book 536 use the rate schedules in Appendix A, and they are identified by an asterisk. These schedules have been developed solely for use in the examples and should not be used for any other purpose. Note that there are special schedules for GS-610 employees in both Omaha, Nebraska and Sioux City, Iowa, and also for GS-880 and GS-881 employees nationwide. For the purpose of the examples in Book 536, these are the only special rates which exist. Note also that the wage schedules are for Washington, D.C.

S1-2. LEGAL BASIS

a. Title VIII of Public Law 95-454 (The Civil Service Reform Act of 1978) provides for both grade retention and pay retention, including the retroactive provisions. The provisions of title VIII governing actions which occur after the effective date of title VIII are codified in Subchapter VI of title 5, United States Code (5 U.S.C. 5361-5366). The regulations which implement grade and pay retention are contained in Part 536, of Title 5, Code of Federal Regulations. (See FPM Supplement 990-1.)

b. Although title VIII repealed sections 5334(d), 5337, and 5345 of title 5, United States Code, an employee who was receiving a retained rate or saved pay under one of these sections is entitled to continue to receive that retained rate or saved pay as if these sections had not been repealed, unless the employee was reduced in grade during the retroactive period under conditions which would have entitled the employee to grade retention had title VIII been in effect at the time of the reduction.

S1-3. DEFINITIONS

For the purposes of Book 536;

"Agency" has the meaning given it by 5 U.S.C. 5102;

"Covered pay schedule" means the General Schedule, any prevailing rate schedule established under subchaper IV of chapter 53, title 5 U.S. Code (the Federal Wage System); or the merit pay system under chapter 54 of title 5 U.S. Code;

"Demotion at an employee's request" means a reduction in grade:

(1) which is initiated by the employee for his or her benefit, convenience or personal advantage, including consent to a demotion in lieu of one for personal cause, and

(2) which is not caused or influenced by a management action;

best copy available

"Demotion for personal cause" means a reduction in grade based on the conduct, character, or unacceptable performance of an employee;

"Employee" means an employee as defined in 5 U.S.C. 5361 and also an individual who is moved from a position which is not under a covered pay schedule to a position which is under a covered pay schedule provided that the individual's employment immediately prior to the move was on other than a temporary or term basis;

"Rate of basic pay" means, for any pay system, the rate of pay fixed by law or administrative action for the position held by an employee before any deductions and exclusive of additional pay of any kind, such as night or environmental differential in the case of a prevailing rate employee;

"Rate schedule" means a specific set of rates within a pay schedule;

"Reorganization" means the planned elimination, addition or redistribution of functions or duties either wholly within an agency or between agencies;

"Representative rate" means:

(1) the fourth rate of the grade in the case of a position under the General Schedule, including the fourth rate of the corresponding grade of the General Schedule in the case of a position under the merit pay system established by chapter 54 of title 5, United States Code, (for a special rate position, it is the fourth rate of the special rate schedule), the single rate of GS-18, or the individual's rate under the Senior Executive Service;

(2) the second rate of the grade of a position under a regular prevailing rate schedule established under subchapter IV of chapter 53, title 5, U.S. Code, or in the case of a position with a single rate, the single rate of that position, or

(3) the rate designated as representative of the position by the agency responsible for establishing and adjusting the schedule in the case of a position under a schedule different than those covered in (1) or (2) above;

"Temporary promotion" means a promotion with a definite time limitation, and one which the individual is informed in advance is temporary and would normally require that the individual return to his or her permanent position at the expiration of that promotion;

"Temporary reassignment" means a reassignment with a definite time limitation, and one which the individual is informed in advance is temporary and would normally require that the individual return to his or her permanent position at the expiration of that reassignment.

S1-4. COMPARISON OF GRADES IN DIFFERENT PAY SYSTEMS

a. In some situations it is necessary to determine whether the grade of a position in one pay schedule or pay system is lower than, equal to, or higher than a grade in another. The situations are:

—in determining whether a demotion has occurred (see also S4-3a in determining whether a demotion has occurred during a grade retention period),

—in determining whether an employee meets the 52-week/1-year requirement for grade retention eligibility (see S2-1(b)), and

—in determining whether an employee's grade retention should be terminated on the basis of placement in a position at the retained grade level or on the basis of a declination of a reasonable offer at the retained grade level, (see S5-1e and f).

In making these determinations, the representative rates of the grades of the two positions will be compared. If the representative rates are equal, the grades are equal. If they are not equal, the grade with the higher representative rate is the higher grade.

b. Because the effective dates of prevailing rate increases differ from General Schedule increases, and because the percent of increase sometimes differs between the two systems, it is possible that over a period of time one grade might be higher at one time, and the other grade higher at another time. Therefore, the determination as to whether a grade in one system is equal to, lower than, or higher than a grade in another pay system, will be made on the basis of the representative rates in the geographical area to which the employee is officially assigned, in effect:

—on the effective date of the personnel action in determining whether the action is a demotion;

—on the effective date of demotion in determining whether the employee meets the 52-week/1-year requirement;

—on the effective date of placement in determining whether grade retention should be terminated

*U.S. GOVERNMENT PRINTING OFFICE: 1985-460-599:2252

on the basis of the employee being placed in an equal or higher grade; and

—on the date the employee would have been placed in determining whether grade retention should be terminated on the basis of the employee's declination of a reasonable offer at, or higher than, the retained grade level.

***EXAMPLE 1**

10–26–79—A WG–9 employee in Washington, D. C., is placed in a GS–9 position. Because the GS–9 representative rate ($17,716) is greater than the WG–9 representative rate ($8.06 or $16,765 per annum) on 10–26–80, this action is not a demotion for grade retention purposes.

***EXAMPLE 2**

12–22–80—An employee is appointed to a WG–9 position in Washington, D. C., and is continuously employed there as a WG–9 until 03–29–82.

03–29–82—The employee is promoted to WG–11 in Washington, D. C.

05–03–82—The employee is placed as a result of reduction-in-force procedures in a GS–8 position. In determining whether the employee meets the 52 week requirement, the representative rates which are to be compared are those in effect on the date the employee is demoted. Because the employee was in WG–11 for only 1 month, it is necessary to compare the WG–9 with the GS–8. On 05–03–82, the representative rate for a WG–9 ($9.05 or $18,824 per annum) is higher than the representative rate for a GS–8 ($18,096). Therefore, if the employee has been a WG–9, or higher, for 52 consecutive weeks, he or she meets the 52–week requirement. It does not matter that from 10–11–81 to 11–07–81, the representative rate for GS–8 ($18,096) was higher than the WG–9 representative rate ($8.54 or $17,763).

***EXAMPLE 3**

12–22–80—An employee is appointed to a WG–9 position in Washington, D. C., and is continuously employed there as a WG–9 until 01–05–82.

01–05–82—The employee resigns.

03–29–82—The employee is employed as a WG–11, in Washington, D.C.

05–03–82—The employee is placed as a result of reduction-in-force procedures in a GS–8 position.

As in Example 2 above, the employee would meet the 52-week requirement. The representative rates in effect on the date of demotion are used to determine the higher grade, even if, a break in service has occurred.

***EXAMPLE 4**

12–22–80—An employee is appointed to a GS–11 position.

03–29–82—The employee is demoted to a WG–13 position in Washington, D.C., and is entitled to grade retention. (This action is considered a demotion for the purposes of grade retention because the representative rate for GS–11 ($24,088) is higher than that for WG–13 ($11.41 or $23,733)).

05–03–82—The employee moves to a WG–13 position in another wage area where the representative rate for WG–13 is $25,000. The employee's grade retention entitlement terminates because, using the representative rate for WG–13 in the new wage area, the employee has been placed in a higher grade. (For a related situation, see Example 59.)

S1–5. DETERMINATION OF APPLICABLE RATE SCHEDULE

Under some circumstances, the rate schedule which applies to an individual may depend on factors other than the pay plan and the grade. For example, in addition to the regular General Schedule, there are various special rate schedules developed on the basis of the geographical area in which the employee is assigned and the employee's grade and occupational series (and even, in some cases, on the specific duties performed). While an employee is entitled to grade retention, the rate schedule which will be used to establish the employee's rate of basic pay is that schedule which applies,

(1) to the geographical area in which the employee is actually assigned;

(2) to the occupational series (or the specific duties, if appropriate) of the position which the employee is occupying, and

(3) to the retained grade (related guidance in S4–3).

*This example uses the rate schedules in Appendix A.

EXAMPLE 5

A GS–610–7 employee in Omaha, Nebraska, is placed in a GS–644–5 position in Sioux City, Iowa, and is entitled to grade retention. The rate schedule which applies is the GS–644–7 schedule in Sioux City, because the employee is now assigned to Sioux City, is occupying a GS–644 position, and is retaining a GS–7.

EXAMPLE 6

In this example, assume that there is a nationwide special schedule for GS–830–11 employees responsible for emissions control work. Also assume that there is no special schedule for any other GS–830–11 employee whose responsibilities are completely unrelated to emissions control. If a GS–830–11 employee whose responsibilities are completely unrelated to emissions control work is placed in a GS–830–9 position in which he or she is responsible for emissions control, and is entitled to grade retention, the rate schedule which applies is the special schedule for GS–830–11 employees doing emissions control work.

EXAMPLE 7

An employee is demoted from a GS–610–7 in Omaha, Nebraska, to a GS–610–5 in Omaha and is entitled to grade retention. While the employee is entitled to grade retention and occupying the GS–610–5 position in Omaha, the rate schedule which applies to the employee is the schedule for a GS–610–7 position in Omaha. If the employee moves to a GS–644–5 position in Sioux City, the rate schedule which then applies is the rate schedule for GS–644–7 in Sioux City.

Subchapter S2. Eligible Employees

S2-1. GRADE RETENTION

a. Basic eligibility. Any employee who is not excluded by regulations (see S2–3 below) and who meets the 52-week/1-year requirement discussed below is eligible for grade retention, and would be entitled to grade retention when demoted under the circumstances prescribed in S3–1.

b. 52-week/1-year requirement. (1) Except when an employee is placed in a lower-graded position as a result of a reclassification process, an employee is eligible for grade retention only if he or she has served for 52 consecutive weeks or more at a grade or grades higher than that of the position in which placed. The 52 consecutive week requirement may be satisfied by a period of service in one or more positions. The service may also be performed in one or more agencies.

EXAMPLE 8

03–03–80—An employee with no prior Federal service is appointed to a GS–11 position.

10–26–80—The employee is transferred to another GS–11 position in a different agency.

05–10–81—The employee is placed in a GS–9 position as a result of reduction-in-force procedures. The employee meets the 52 consecutive week requirement even though the 52 week period includes service in different positions and service in different agencies.

The service may have been performed at one or more grade levels. Note that the requirement is 52 consecutive weeks at a grade level higher than that of the position to which the employee is being reduced. The length of time an employee has served at his or her current grade level (which is the grade which will be retained) is not a deciding factor. (See Example 9.) In addition, any 52 consecutive week period may be used to satisfy this requirement. (See Example 10.)

EXAMPLE 9

03–03–80—An employee with no prior Federal service is appointed to a GS–3 position.

10–26–80—The employee is promoted to GS–4.

05–10–81—The employee is promoted to GS–5.

11–08–81—The employee is placed in a GS–3 position as a result of reduction-in-force procedures. The employee meets the 52-consecutive week requirement and is entitled to retain the grade of GS–5. Even though he or she has only 6 months of service at the GS–5 level, the GS–4 service, plus the GS–5 service, gives the employee 52 consecutive weeks at a grade level higher than that of *the position to which the employee is being reduced*. However, if this employee had been placed, on 11–08–81, in a GS–4 position rather than a GS–3 position, the employee would not meet the 52 consecutive week requirement since he or she would have had only 6 months service above the GS–4 level.

EXAMPLE 10

03–03–80—An employee with no prior Federal service is appointed to a GS–3 position.

10–26–80—The employee is promoted to GS–4.

05–10–81—The employee is promoted to GS–5.

10–24–81—The employee resigns.

BREAK IN SERVICE

01–25–82—The employee is reemployed in a GS–4 position.

04–02–82—The employee is placed in a GS–3 position as a result of reduction-in-force procedures. The employee meets the 52-consecutive week requirement on the basis of the service from 10–26–80 through 10–24–81, and is, therefore, entitled to retain the grade of GS–4.

If an employee is in a covered pay schedule and is reduced in grade as a result of reduction-in-force procedures, the 52-consecutive weeks must have been in a covered pay schedule. (For determining whether service in a different covered pay schedule is at a higher grade, see S1–4). If an employee is not in a covered pay schedule and is reduced in grade as a result of reduction-in-force procedures, or, if an employee is affected by an action which would entitle the employee to grade retention at the agency's option (see S3–1b), the 52 consecutive weeks may have been in any pay schedule, provided such service was in an agency as defined in 5 U.S.C. 5102.

(2) When an employee is placed in a lower-graded position as a result of a reclassification process, the employee is eligible for grade retention only if the position from which he or she is placed had been classified at a higher grade for a continuous period of at least one year immediately before that placement. The position may have been classified at more than one higher grade during that one year period (see Example 11), and in any pay schedule (see Example 12). It must have been classified at a higher grade for *one year* (not 52 weeks as in the reduction-in-force actions). The length of time the employee has occupied the position is irrelevant. (See Example 11.)

EXAMPLE 11

01–21–80—A position is established at the GS–13 level.

10–10–80—The position, which is vacant, is reclassified to GS–12.

11–10–80—An employee is appointed to the position. (The employee has had no previous experience with the Federal government.)

05–14–81—The position is reclassified to the GS–11 level. The 1-year requirement is met, because the position has been classified at a grade higher than the GS–11 for the 1-year period (05–14–80 to 05–14–81) immediately before the reduction.

EXAMPLE 12

01–21–80—A position is established at FS–4.

02–18–80—The position is filled.

05–04–81—The position is reclassified to GS–9. Assuming that FS–4 is a higher grade than GS–9, the position has been classified at a higher grade for 1 year immediately preceding the reduction, and the employee would be entitled to grade retention.

S2–2. PAY RETENTION

An employee who is not excluded by regulation is eligible for pay retention, and would be entitled to pay retention under the circumstances prescribed in S3–2.

S2–3. EXCLUSIONS BY REGULATIONS

An employee is excluded by regulation from either grade or pay retention if he or she:

—moves from a position which is not in an agency as defined in 5 U.S.C. 5102 (e.g., the Postal Service, the Tennessee Valley Authority, and the Central Intelligence Agency);

—is other than a prevailing rate employee under 5 U.S.C. 5342(a)(2)(B) and is paid from nonappropriated funds of the Army and Air Force Exchange Service, Army and Air Force Motion Picture Service, Navy Ships Stores Ashore, Navy exchanges, Marine Corps exchanges, Coast Guard exchanges, and other instrumentalities of the United States under the jurisdiction of the Armed Forces conducted for the comfort, pleasure, contentment, and mental and physical improvement of personnel of the Armed Forces;

—is reduced in grade or pay for personal cause or at the employee's request; or

—does not satisfactorily complete the probationary period prescribed by 5 U.S.C. 3321(a)(2), and as a result, is removed from a supervisory or managerial position.

Subchapter S3. Actions Covered

S3-1. GRADE RETENTION

a. *Mandatory*

(1) An employee who meets the eligibility requirements discussed in S2-1 is entitled to grade retention if he or she has been placed in a lower grade as a result of reduction-in-force procedures. An employee has been placed as a result of reduction-in-force procedures if he or she has been placed in the position offered in a specific reduction-in-force notice. An employee is also considered to have been placed as a result of reduction-in-force procedures if he or she is placed in a position other than that offered in the specific reduction-in-force notice, provided two conditions are met. The first condition is that the position to which the employee is downgraded was offered at the initiative of management. The offer must be in writing, and it may be at any grade level. The second condition is that reduction-in-force procedures must have been followed to the extent that the employee, whose entitlement to grade retention is being determined, has received a *specific* reduction-in-force notice.

(2) An employee who meets the eligibility requirements discussed in S2-1 is also entitled to grade retention if he or she has been placed in a lower grade as a result of a reclassification process. An employee has been placed as a result of a reclassification process if the employee remains in his or her position after it is reclassified. An employee is also considered to have been placed as a result of a reclassification process if he or she is placed in another position prior to the effective date of the reclassification action, provided two conditions are met. The first condition is that the position in which the employee is placed was offered at the initiative of management. The offer must be in writing, and it may be at any grade level. The second condition is that the offer must have been made after the employee was notified in writing that his or her position was to be reclassified to a lower grade.

(3) In determining at whose initiative an offer has been made, the specific actions taken by management must be examined in each individual situation. The fact that a reorganization or reclassification is occurring is irrelevant; the important consideration is whether the offer has been made essentially because of a management initiative.

b. *Optional with agency.*

(1) An agency may, at its option, grant grade retention to any employee who is not entitled to grade retention under paragraph a. above and who meets the eligibility requirements discussed in S2-1 when that employee moves to a position in a lower grade during a reorganization, or reclassification, announced by management in writing. The move may occur before the employee has received a specific reduction-in-force notice or before receipt of a notice that his or her position is being reduced. It may be initiated by the employee or by management. The only requirements which must be met are the eligibility requirements in S2-1 and the requirement that the move occurs during a reorganization or reclassification. Each agency is responsible for establishing the parameters within which grade retention will be granted under this authority.

(2) In establishing these parameters, agencies should consider the following.

(a) When an employee initiates a move to a lower grade, it would generally be appropriate to grant grade retention only if that move has a positive effect on another employee and/or such action will assist management in achieving its objectives. For example, if an employee is to be released from a competitive level during a reduction-in-force, it may be advantageous to grant grade retention to another employee in that competitive level who would not be affected, but who requests a move to a lower grade. The employee who requested the move to a lower grade is allowed to seek another position more suited to him or her without a significant loss in benefits and any adverse impact on employees in other competitive levels may be lessened or completely avoided. However, if the employee is in another competitive level, and his or her move to a lower grade would have no effect on other employees, it may not be appropriate to grant grade retention.

(b) When an employee is offered a position with grade retention in anticipation of a reduction in grade, the agency must inform the employee in writing that acceptance of the position is not required, and that declination of the offer has no effect on the employee's entitlement to grade retention if he or she is placed in a lower-graded position. Basic entitlements under the grade retention provisions should also be explained. In addition, it should be explained that the retained grade will not be used for determining retention rights in a subsequent reduction in force, and that after 2 years the employee will receive only 50% comparability increases. This written notification would be in addition to the letter required by 5 CFR 536.304 and may not be substituted for that letter.

S3-2. PAY RETENTION.

a. *Mandatory*. Except as provided in S2-3 of this subchapter, pay retention must be granted to an employee whose rate of basic pay would otherwise be reduced as a result of:

—the expiration of the 2-year period of grade retention;

—reduction in force or reclassification when the employee does not meet the eligibility requirements for grade retention;

—a reduction or elimination of special rates;

—placement from a special rate position to a nonspecial rate position, or to a lower special rate position;

—placement in a different pay schedule;

—placement in a formal employee development program utilized government-wide: an Upward Mobility program, a Career Intern program, or an Apprenticeship program.

b. *Optional with agency*. An agency may grant pay retention at its option to any employee who meets the eligibility requirements of S2-2 and whose rate of basic pay would otherwise be reduced as the result of a management action.

c. *Exclusion*. An action is not covered by pay retention if the employee at the time of the action is already entitled to pay retention under 5 U.S.C. 5363 or Part 536 of Title 5, Code of Federal Regulations. (The significance of this is discussed in Example 55.) If the employee is receiving a retained rate under another authority (e.g., 5 CFR 539.203) at the same time he or she is affected by an action covered by pay retention, the employee is entitled to both simultaneously, and will receive ***the greater of the two entitlements***.

Subchapter S4. Employee Entitlement

S4-1. PERIOD OF GRADE RETENTION

An employee entitled to grade retention retains that grade for two years beginning on the date the employee is placed in the lower-graded position. If, during the two-year period of grade retention, an employee is further reduced in grade under circumstances also entitling the employee to grade retention, the employee continues to retain the previous retained grade for the remainder of the previous two-year retention period. At the end of that period, the employee is entitled to retain the grade of the position from which the further reduction in grade was made until two years have passed from the date of the further reduction in grade.

EXAMPLE 13

An employee who is reduced in grade from a GS-9 to GS-7 on 02-11-79 is entitled to a two-year period of grade retention ending 02-10-81. If the employee is further reduced in grade to a GS-6 on 04-08-79, he or she would be entitled to continue to retain the GS-9 through 02-10-81, the original expiration date of the grade retention period. The employee's entitlement to a two-year period of grade retention for the second reduction in grade began on 04-08-79 and ran concurrently with the previous demotion through 02-10-81. For the remainder of that second two-year period (i.e., from 02-11-81 through 04-07-81), the employee is entitled to retain the GS-7.

S4-2. DETERMINATION OF RETAINED GRADE

a. *General.* Except as discussed below, an employee entitled to grade retention retains the grade which he or she held immediately prior to the reduction in grade, even if the employee has moved to a different pay system.

*This example uses the rate schedules in Appendix A.

***EXAMPLE 14**

02-17-80—A GS-301-11 step 5 ($22,083) employee is placed in a WG-9 position in Washington, D.C., and is entitled to grade retention. The employee, as a result of the grade retention entitlement, continues to be entitled to the rate of $22,083, to within-grade increases in the GS-11, and to comparability increases applicable to the GS-11. (Prevailing rate increases would have no effect on the employee's rate as long as he or she is entitled to grade retention.) An employee's entitlement to pay other than basic pay (e.g., premium pay), would be determined by applying the provision applicable to a GS-11 (see Example 45), and the employee will be treated as a GS-11 for any other purpose for which the retained grade is applicable. (See S4-3 below.)

b. *Move from a position not under a covered pay schedule.* An employee who is reduced in grade from a position not under a covered pay schedule retains the lowest grade of the covered pay schedule in which he or she is placed which has a representative rate equal to or higher than the representative rate of the grade held immediately before the reduction. If there is no grade in the covered pay schedule with a representative rate equal to or higher than the representative rate of the grade held immediately before the reduction, the employee retains the highest grade in the new pay schedule.

***EXAMPLE 15**

10-28-79—An employee in a position not under a covered pay schedule is placed in a GS-9 position and is entitled to grade retention. Assuming the representative rate of the employee's grade at the time of placement is $25,376, the employee is entitled to a retained grade of GS-12, since the GS-12 is the lowest General Schedule grade which has a representative rate

($25,724) equal to or greater than the representative rate of that grade.

S4-3. APPLICABILITY OF RETAINED GRADE

a. *General.* When an employee is entitled to grade retention, he or she is entitled to have the retained grade be treated as his or her grade for most purposes (including pay and pay administration, retirement and life insurance, and eligibility for training and promotion). It is not used, however, for purposes of applying any reduction-in-force procedures (see Example 16), in determining whether an employee is covered by the merit pay system (see Examples 17 through 19), in determining whether an employee has been demoted for the purpose of terminating grade or pay retention under S5-1c or S5-1d (see Example 20), or for determining an employee's "exempt/nonexempt" status under the Fair Labor Standards Act. It also is not used for the purpose of determining the number of positions at GS-16, 17, and 18 (authorized under 5 U.S.C. 5108) or scientific or professional positions (authorized under 5 U.S.C. 3104). The grade of the position occupied, rather than the retained grade, is to be used. For example, if an employee was reduced from GS-16 to GS-15 and is entitled to grade retention, the retained grade of GS-16 will not be counted against the authorization in 5 U.S.C. 5108; and it is not necessary for the agency to obtain a space from the Office of Personnel Management.

EXAMPLE 16

A GS-345-11 employee who is placed in a GS-301-9 position and is entitled to grade retention will be treated as a GS-301-9 when competing in any subsequent reduction in force.

EXAMPLE 17

A GM-14 employee under the merit pay system who is placed in a GS-13 position and is entitled to grade retention retains the grade of GS-14 but is no longer covered under the merit pay system.

EXAMPLE 18

A GS-14 employee who is placed in a GM-13 position under the merit pay system and is entitled to grade retention is covered under the merit pay system as a GM-14 employee.

EXAMPLE 19

A GS-16 employee who is placed in a GM-15 position under the merit pay system and is entitled to grade retention is covered under the merit pay system and is given merit increases within the GS-16 rate range.

EXAMPLE 20

A GS-11 employee is placed in a GS-7 position and is entitled to grade retention. If the employee, during the grade retention period, is subsequently placed in a position at the GS-7, GS-8, GS-9 or GS-10 level, the employee has not been further demoted. (See FPM Supplement 296-31 for appropriate natures of action.) A demotion occurs only if the employee is placed in a grade lower than the grade of the position which he or she actually occupies, in this case, a GS-6 or lower. If the employee after having been placed in a GS-7 position, is placed in a GS-9 position, and subsequently placed in a GS-8 position, that subsequent placement in the GS-8 position is also considered a demotion.

b. *Pay and pay administration.* (1)(a). Rate of basic pay upon commencement of the grade retention period. During an employee's grade retention period, the retained grade must be treated as the employee's grade for pay and pay administration purposes. Therefore, the rate of basic pay to which an employee is entitled as a result of grade retention, is based on the retained grade. As a result, the employee, in most cases, will simply remain in the same step and continue to receive the same rate of basic pay. However, under some circumstances, it is not feasible or administratively possible for the employee to continue in the same step and same rate of basic pay. Under these circumstances, the employee is entitled to a step and rate of basic pay, under the *grade retention provisions* of 5 U.S.C. 5362, as discussed below.

(b). Except as otherwise provided in paragraphs S4-3b(1)(c) through (f) below and in paragraph S4-5, if there is a change in the applicable rate schedule when an employee becomes entitled to grade retention, under the grade retention provisions, he or she is entitled to the greater of:

—his or her rate of basic pay held before the movement,

—the rate of basic pay from the applicable rate schedule for the grade and step held by the employee before the movement, or

—the lowest rate of basic pay from the applicable rate schedule for the retained grade which equals or exceeds the employee's rate of basic pay before the movement.

If the rate of basic pay to which the employee is entitled is within the rate range of the retained grade, the employee will be placed in the step appropriate for that rate of basic pay. If it is not within the rate range, the employee will be placed in step 0.

***EXAMPLE 21**

10–28–79—A GS–610–7 step 1 ($15,530) employee in Omaha, Nebraska, is placed in a GS–610–5 position in Sioux City, Iowa, and is entitled to grade retention. The applicable rate schedule now is the special schedule which applies to a GS–610–7 employee in Sioux City. Under section S4–3b(1)(b), the employee is entitled to the greater of his or her current rate of $15,530, the rate of basic pay for a GS–610–7 step 1 in Sioux City which is $14,198, or the lowest rate of basic pay in the GS–610–7 rate range for Sioux City which equals or exceeds $15,530, which is $15,530, the GS–7 step 4 rate. The employee is, therefore, entitled to $15,530, and should be placed in step 4.

***EXAMPLE 22**

10–28–79—A GS–610–9 step 4 ($18,253) employee in Omaha, Nebraska, is placed as a result of reduction-in-force procedures in a GS–610–7 position in Sioux City, Iowa, and is entitled to grade retention. The applicable rate schedule now is that schedule which applies to a GS–610–9 in Sioux City, which is the regular schedule. Under section S4–3b(1)(b), the employee is entitled to the greater of his or her current rate of $18,253, the rate of basic pay for a GS–610–9 step 4 in Sioux City which is $17,716, or the lowest rate of basic pay in the GS–610–9 rate range for Sioux City which equals or exceeds $18,253, which is $18,253, the GS–9 step 5 rate. The employee is, therefore, entitled to $18,253 and should be placed in step 5.

*This example uses the rate schedules in Appendix A.

***EXAMPLE 23**

10–28–79—A GS–610–7 nurse in Omaha, Nebraska, who is retaining a rate ($21,000) above the GS–610–7 step 10 rate in Omaha and as a result is in step 0, is placed as a result of reduction-in-force procedures in a GS–5 position in Sioux City, Iowa, and is entitled to grade retention. The applicable rate schedule now is that schedule which applies to a GS–610–7 employee in Sioux City. Under section S4–3b(1)(b), the employee continues the entitlement to his or her current rate of $21,000. (The employee is in step 0 so there is no rate for the employee's current grade and step. There is also no rate in the GS–610–7 rate range for Sioux City which equals or exceeds the employee's current rate of $21,000.)

***EXAMPLE 24**

10–28–79—A GS–801–11 step 1 ($19,487) employee is placed in a GS–881–9 position and is entitled to grade retention. The applicable rate schedule now is the special schedule which applies to a GS–881–11 employee. Under section S4–3b(1)(b), the employee is entitled to the greater of his or her current rate of $19,487, the rate of basic pay for a GS–881–11 step 1 which is $20,785, or the lowest rate in the GS–881–11 rate range which equals or exceeds $19,487, which is also $20,785. The employee is, therefore, entitled to the rate of $20,785 and would remain in step 1.

***EXAMPLE 25**

10–28–79—A GS–880–11 step 8 ($24,679) employee is placed in a GS–881–9 position and is entitled to grade retention. The applicable rate schedule now is the special schedule which applies to a GS–881–11 employee. Under section S4–3b(1)(b), the employee is entitled to the greater of his or her current rate of $24,679, the rate of basic pay for a GS–881–11 step 8 which is $25,328, or the lowest rate in the GS–881–11 rate range which equals or exceeds $24,679, which is $24,679. The employee is, therefore, entitled to the rate of $25,328 and would remain in step 8.

***EXAMPLE 26**

10–28–79—A GS–880–11 employee, who is retaining a rate ($26,300) above the GS–880–11 step 10 rate, and consequently is in step 0, is placed in a GS–881–9 position, and is entitled to grade retention. The applicable rate schedule now is the special schedule which applies to a GS–881–11 employee. The employee is entitled to the greater of his or her current rate of $26,300 or the lowest rate in the GS–881–11 rate range which equals or exceeds the employee's rate of $26,300, which is $26,626, the GS–881–11 step 10 rate. (The employee is in step 0 so there is no rate for the employee's current grade and step.) The employee is, therefore, entitled to the rate of $26,626 and should be placed in step 10.

***EXAMPLE 27**

10–28–79—A GS–880–11 employee, who is retaining a rate ($26,900) above the GS–880–11 step 10 rate, and consequently is in step 0, is placed in a GS–881–9 position and is entitled to grade retention. The applicable rate schedule now is the special schedule which applies to a GS–881–11 employee. Under section S4–3b(1)(b), the employee continues the entitlement of his or her current rate of $26,900. (The employee is in step 0 so there is no rate for his or her current grade and step. There is also no rate in the GS–881–11 rate range which equals or exceeds the employee's current rate of $26,900.)

(c). Movement from a position not under a covered pay schedule or from a merit pay position. When an employee moves from a position not under a covered pay schedule, or from a merit pay position, to a position not covered by the merit pay system, and is entitled to grade retention, the employee is entitled to the lowest rate of basic pay from the applicable rate schedule for the retained grade which is equal to or exceeds the employee's rate of basic pay before the movement. The employee will be placed in the appropriate step for that rate. (See Example 28.) If there is no such rate, the employee is entitled to his or her rate of basic pay held before the movement and will be placed in step 0. (See Example 29.)

*This example uses the rate schedules in Appendix A.

***EXAMPLE 28**

10–28–79—An employee in a position not under a covered pay schedule at the rate of $19,500 is placed in a GS–7 position and is entitled to grade retention. (Assume the employee retains GS–9 under paragraph S4–2.) The employee would be entitled to the rate of $19,864, which is the lowest rate in the GS–9 rate range which equals or exceeds the employee's rate of $19,500. The employee would be placed in step 8, which is the appropriate step for the rate of $19,864.

***EXAMPLE 29**

10–28–79—An employee in a position not under a covered pay schedule at the rate of $21,200 is placed in a GS–7 position and is entitled to grade retention. (Assume the employee retains GS–9 under paragraph S4–2.) The employee would be entitled to his or her rate of $21,200 since that rate exceeds the GS–9 step 10 rate of $20,938.

(d). Movement to a merit pay position. When an employee is placed in a position under the merit pay system and is entitled to grade retention, the employee is entitled to the greater of:

—his or her rate of basic pay held before the movement, or

—the rate of basic pay from the applicable rate schedule for the grade and relative position in the rate range held by the employee before the movement.

If the employee's rate before the movement is above the maximum rate (i.e., the employee's rate has no relative position in the rate range) the employee is entitled to his or her rate of basic pay held before the movement, or the maximum rate of the applicable rate schedule, whichever is greater.

***EXAMPLE 30**

10–28–79—A GM–201–14 employee under the merit pay system at the rate of $36,100 is placed in a GM–201–13 merit pay position and is entitled to grade retention. The employee is entitled to continue to receive the rate of $36,100, which was the employee's rate before the movement and which is also the rate for the employee's relative position in the rate range.

***EXAMPLE 31**

10–28–79—A GS–801–14 step 5 employee at the rate of $37,038 is placed in a GM–881–13 merit pay position and is entitled to grade retention. Because the applicable rate schedule has changed (it is now GM–881–14) the employee's rate of $37,038 is less than $38,030 (the rate for the employee's relative position in the rate range of the new rate schedule). The employee is, therefore, entitled to $38,030.

(e). One grade retention period followed by another. (i) At the beginning of a grade retention period which follows another grade retention period, an employee, except for an employee under the merit pay system, is entitled to the lowest rate of basic pay from the applicable rate schedule, which equals or exceeds the employee's current rate of basic pay. If there is no such rate, the employee is entitled to pay retention under 5 U.S.C. 5363 (i.e., to his or her current rate or 150% of the maximum rate of his or her grade, whichever is less, as explained in S4–4a(1)). If the rate of basic pay to which the employee is entitled is within the rate range of the retained grade, the employee will be placed in the step appropriate for that rate of basic pay. If it is not within the rate range, the employee will be placed in step 0. (ii) A merit pay employee will continue to receive his or her current rate if that rate is within the rate range of the retained grade. If that rate is above the maximum rate of the retained grade, the employee is entitled to pay retention under 5 U.S.C. 5363. Note that for the purpose of paragraph (e), the grade retention period is considered to begin at the expiration of the previous grade retention period.

***EXAMPLE 32**

10–28–79—A GS–201–11 step 1 ($19,487) employee is placed in a GS–201–9 position and is entitled to grade retention.

02–17–80—The employee is placed in a GS–201–7 position and is also entitled to grade retention as a result of this action. Even though the employee has been further reduced in grade, he or she continues the entitlement to the retained grade of GS–11 through 10–27–81 (see S4–1), at which time it expires. At this time, assuming no other personnel actions took place, the employee, by virtue of within-grade increases and comparability increases, would have been in step 3 of the GS–11 at the rate of $23,358. (See S4–3b(2)).

10–28–81—The employee is now entitled to retain the GS–9, and to $23,524 which is the lowest rate in the retained grade of GS–9 which equals or exceeds the employee's current rate of $23,358. The employee would be placed in step 10 which is the appropriate step for the rate of $23,524.

***EXAMPLE 33**

10–28–79—A GS–201–11 step 10 ($25,328) employee is placed in a GS–201–9 position and is entitled to grade retention.

02–17–80—The employee is placed in a GS–201–7 position and is also entitled to grade retention as a result of this action. Even though the employee has been further reduced in grade, he or she continues the entitlement to the retained grade of GS–11 through 10–27–81. At this time, assuming no other personnel actions took place, the employee, by virtue of comparability increases, would be receiving the new GS–11 step 10 rate of $28,468.

10–28–81—The employee is now entitled to retain the GS–9. The employee will retain his or her current rate of $28,468 under the pay retention provisions since that rate is less than $35,286, which is 150% of the GS–9 step 10 rate.

(f). Entitlement to a retained rate or saved rate under other authority. If an employee has a retained rate or saved rate under some authority other than 5 U.S.C. 5362 when he or she becomes entitled to grade retention, the employee under the grade retention provisions is entitled to the maximum rate of his or her retained grade. If the entitlement under the other authority is not terminated by the grade retention action, the employee also continues to be entitled to that rate of basic pay under that authority. This entitlement and the entitlement under grade retention, as discussed immediately above, continue simultaneously and the employee must be given the greater of the two. (See Example 43.)

***This example uses the rate schedules in Appendix A.**

(2). *Pay determinations during grade retention period.* (a). Within-grade increases. During the grade retention period, an employee, other than an employee under the merit pay system, is entitled to within-grade increases in the retained grade in accordance with subchapter 4, Book 531, FPM Supplement 990–2.

***EXAMPLE 34**

10–28–79—A GS–301–9 step 1 ($16,105) employee, who is due to receive a within-grade increase on 11–11–79, is placed in a GS–301–7 position and is entitled to grade retention.

11–11–79—The employee is entitled to a within-grade increase to GS–9 step 2 ($16,642).

10–12–80—A comparability increase is effective. The employee is entitled to the new GS–9 step 2 rate of $17,641.

11–09–80—The employee is entitled to a within-grade increase to GS–9 step 3 ($18,210).

10–11–81—A comparability increase is effective. The employee is entitled to the new GS–9 step 3 rate of $19,303.

10–27–81—The grade retention period expires.

(b). Comparability increases. Employees who, at the time of a comparability increase, are receiving a rate of basic pay within the rate range of the retained grade are entitled to an increase as determined by appropriate law and regulations. (See Examples 34 and 35.)

***EXAMPLE 35**

10–28–79—A GM–201–14 employee under the merit pay system at the rate of $36,000 is placed in a GM–201–13 merit pay position and is entitled to grade retention. The employee continues to receive $36,000 (see S4–3b(1)(d)).

10–12–80—A comparability increase is effective. The employee under appropriate law (5 U.S.C. 5402(c)(1) is entitled to one-half the percentage of the adjustment in the annual rate of his or her retained grade (GM–14), which in this case is 3%. (Both the 1980 and 1981 schedules in Appendix A were established on the basis of a 6% increase.) Three percent of $36,000 is $1,080. The employee's new rate therefore, would be $37,080, plus any merit increase to which the employee is entitled.

*This example uses the rate schedules in Appendix A.

In many cases, however, an employee may be receiving a rate of basic pay outside the rate range. If an employee is receiving this rate under the grade retention provisions (5 U.S.C. 5362), the employee's rate will be increased by the amount of the increase in the maximum rate of the employee's grade in accordance with 5 CFR 531.205(a)(3), (see Example 36). If the employee is receiving this rate under an authority other than 5 U.S.C. 5362, the employee will receive an increase as provided by that authority. (See Examples 37 and 38. See also S4–4b(1) for computing increases when an employee is entitled to pay retention.)

***EXAMPLE 36**

10–28–79—A GS–881–11 step 10 ($26,626) employee is placed in a GS–801–9 position and is entitled to grade retention. The applicable rate schedule now is the GS–801–11 schedule. The employee is entitled to continue to receive his or her rate of $26,626 under the grade retention provisions of 5 U.S.C. 5362. (See S4–3b(1)(b).)

10–12–80—A comparability increase is effective. The employee is entitled to an increase of $1,530, which is the amount of the increase in the GS–801–11 step 10 ($26,858 minus $25,328). His or her new rate would thus be $28,156.

***EXAMPLE 37**

10–28–79—A GS–201–11 employee who is receiving a retained rate of $27,284 under former 5 U.S.C. 5337 as the result of a demotion on 11–15–78 from a GS–12 step 6, is placed in a GS–9 position and is entitled to grade retention. The employee is entitled to continue to receive his or her rate of $27,284 under the authority of 5 U.S.C. 5337. The rate to which the employee is entitled under 5 U.S.C. 5362 is the GS–201–11 step 10 rate of $25,328.

10–12–80—A comparability increase is effective. The employee is entitled to the new GS–12 step 6 rate of $28,923 under the authority of 5 U.S.C. 5337.

***EXAMPLE 38**

10–28–79—A GS–301–7 employee who is receiving a retained rate of $19,800 under 5 U.S.C. 5363 is placed in a GS–301–5 position and is entitled to grade retention. The employee is entitled under 5 U.S.C. 5362 to the GS–7 step 10 rate of $17,306. However, since the entitlement under

5 U.S.C. 5363 of $19,800 is greater, that entitlement continues.

10–12–80—A comparability increase is effective. Under 5 U.S.C. 5362, the employee is entitled to the new GS–7 step 10 rate of $18,339. Under 5 U.S.C. 5363, the employee is entitled to 50% of the increase in the maximum rate of his or her grade. The maximum rate increased from $17,306 to $18,339, a difference of $1,033. The employee under section 5363 would, therefore, be entitled to an increase of $517. Since the employee's entitlement of $20,317 under 5 U.S.C. 5363 ($19,800 + $517) is greater than the employee's entitlement under 5 U.S.C. 5362, the employee is entitled to $20,317.

(c). Other changes. Any other change which occurs will be based on the employee's retained grade. For example, if there is a special rate increase, the applicability of that increase will be based on the retained grade (using the applicable rate schedule).

***EXAMPLE 39**

10–28–79—A GS–610–7 step 1 ($15,530) employee in Omaha, Nebraska, is placed in a GS–610–5 position in Omaha and is entitled to grade retention. The employee continues as a GS–610–7 step 1 employee at the rate of $15,530.

02–17–80—If the GS–610–7 rates in Omaha were increased so that the step 1 rate were $15,974, the employee's rate would be increased to $15,974 in the same manner as it would for any other GS–610–7 step 1 employee in Omaha. If, however, on 02–17–80 the only increase was to the GS–610–5 rates, the employee's rate of $15,530 would not be affected in any way.

(d)(i). When an employee moves to another position during the grade retention period:

—which is at the same grade level as his or her retained grade; or

—which is at a grade level lower than the retained grade under circumstances which allow the employee to continue grade retention, the employee's entitlement to a rate of basic pay is determined essentially in the same manner as when the grade retention period commences (see S4–3b(1)). Normally, the employee will remain in the same step and continue to receive the same rate of basic pay. However, if the applicable rate schedule changes, if the employee moves from or to a merit pay position, or if the employee was receiving a retained rate or saved rate under some authority other than 5 U.S.C. 5362 at the time he or she moves, the step and/or rate of basic pay may change.

(ii). If the applicable rate schedule changes, the employee, unless moving from or to a merit pay position or unless the employee was receiving a retained rate or saved rate under some authority other than 5 U.S.C. 5362, is entitled to the greater of:

—his or her rate of basic pay held before the movement,

—the rate of basic pay from the applicable rate schedule for the grade and step held by the employee before the movement, or

—the lowest rate of basic pay from the applicable rate schedule for the employee's grade which is equal to or exceeds the employee's rate of basic pay before the movement.

If the rate of basic pay to which the employee is entitled is within the rate range of the employee's grade, the employee will be placed in the step appropriate for that rate of basic pay. If it is not within the rate range, the employee will be placed in step 0.

***EXAMPLE 40**

10–28–79—A GS–610–7 step 1 ($15,530) employee in Omaha, Nebraska, is placed in a GS–610–5 position in Omaha and is entitled to grade retention. The employee continues to be treated as a GS–610–7 step 1 employee in Omaha at the rate of $15,530.

04–27–80—The employee moves to a GS–610–5 position in Sioux City, Iowa, and continues to be entitled to grade retention. The applicable rate schedule now is the special schedule which applies to a GS–610–7 employee in Sioux City. Because the applicable rate schedule changed, the employee is entitled to the greater of his or her current rate of $15,530, the rate of basic pay for a GS–610–7 step 1 in Sioux City which is $14,198, or the lowest rate in the GS–610–7 rate range for Sioux City which equals or exceeds $15,530 which is also $15,530. The employee is, therefore, entitled to $15,530 and should be placed in step 4 which is the appropriate step in the GS-610-7 rate range in Sioux City for $15,530.

---

*This example uses the rate schedules in Appendix A.

In comparing this example with Example 21, the only difference is that the move to Sioux City in this example was during a grade retention period, rather than being the action which entitled the employee to grade retention. The result, in terms of the employee's entitlement to a step and rate of basic pay, is the same. In the same manner, the results in Examples 22 through 27 would also be the same if the move had taken place during a grade retention period.

(iii). When the move during the grade retention period is *from* a merit pay position to a position not under the merit pay system, the employee is entitled to the lowest rate of basic pay from the applicable rate schedule which is equal to or exceeds the employee's rate of basic pay before the movement. The employee will be placed in the appropriate step for that rate. If there is no such rate the employee is entitled to his or her rate of basic pay held before the movement.

(iv). When the move during the grade retention period is *to* a merit pay position, the employee is entitled to the greater of:

—his or her rate of basic pay held before the move, or

—the rate of basic pay from the applicable rate schedule for the grade and relative position in the rate range held by the employee before the movement.

If the employee's rate before the movement is above the maximum rate (i.e., the employee's rate has no relative position in the rate range) the employee is entitled to his or her rate of basic pay held before the movement, or the maximum rate of the applicable rate schedule, whichever is greater.

*EXAMPLE 41

10-28-79—A GS-201-14 step 2 ($34,062) employee (not covered by the merit pay system) is placed in a GS-201-13 non-merit pay position and is entitled to grade retention. Under the grade retention provisions the employee continues as a GS-14 step 2 at the rate of $34,062.

06-08-80—The employee is moved to a GM-201-13 merit pay position, and continues the grade retention entitlement. The employee is entitled to be treated as a GM-14 merit pay employee. The employee is entitled to continue to receive the rate of $34,062 which was the employee's rate before the movement, and which is also the rate for the employee's relative position in the rate range.

*EXAMPLE 42

10-28-79—An employee in a GM-801-14 merit pay position at the rate of $33,700 is placed in a GM-801-13 merit pay position and is entitled to grade retention. The employee continues as a GM-801-14 merit pay employee at the rate of $33,700.

06-08-80—The employee is moved to a GM-881-13 merit pay position and continues the grade retention entitlement. Because the applicable rate schedule has changed (it is now GM-881-14), the employee is entitled to $34,062 the relative position in the new rate range held by the employee.

(v). If an employee is retaining a rate above the maximum rate of the retained grade under some authority other then 5 U.S.C. 5362 when he or she is moved during the grade retention period, the employee is entitled to the maximum rate of his or her grade under the grade retention provisions. If the entitlement under the other authority is not terminated when the employee moves, the employee also continues to be entitled to that rate of basic pay under that authority. This entitlement and the entitlement under grade retention continue simultaneously and the employee must be given the greater of the two.

*EXAMPLE 43

10-28-79—A GS-301-7 employee who is receiving a retained rate of $19,800 under the pay retention provisions of 5 U.S.C. 5363 is placed in a GS-301-5 position and is entitled to grade retention. Under the grade retention provisions of U.S.C. 5362, the employee is entitled only to the maximum rate of the retained grade (i.e., the

---

*This example uses the rate schedules in Appendix A.

GS-301-7 step 10 rate of $17,306). The employee's entitlement to the retained rate of $19,800 continues, however. The employee is, therefore, entitled to continue to receive the rate of $19,800 under the pay retention provisions since that entitlement is greater. (See S4-3b(1)(f).)

06-22-80—The employee is moved to a GS-301-6 position. As on 10-28-79, the employee's entitlement under grade retention is to the maximum rate of $17,306. Since the employee's entitlement to pay retention continues, he or she continues to be entitled to the rate of $19,800 under that authority.

(e). Termination of retained or saved rate. If an employee's entitlement to a retained rate or saved rate under some authority other than grade retention terminates during the grade retention period, the employee is entitled, under the grade retention provisions, to the maximum rate of the retained grade.

*EXAMPLE 44

10-28-79—A GS-2010-9 employee, who is receiving a retained rate of $21,400 under the salary retention provisions of 5 U.S.C. 5337 as the result of a demotion on 11-14-77, is placed in a GS-2010-7 position and is entitled to grade retention. Under the grade retention provisions the employee is entitled to the maximum rate of the retained grade ($20,938). The employee is, therefore, entitled to continue to receive $21,400 under 5 U.S.C. 5337 since it is the greater entitlement. (See S4-3b(1)(f).)

11-13-79—The two-year period of salary retention under 5 U.S.C. 5337 expires. The employee is now entitled only to the maximum rate of the retained grade ($20,938).

(f). Entitlement to pay other than basic pay. While an employee is entitled to grade retention, the retained grade will also be used to determine an employee's entitlement to pay other than basic pay, such as allowances and premium pay. Any entitlement to such pay will be determined in accordance with appropriate law, regulations, and guidance governing the retained grade, even if the employee changes to a different pay system. The entitlement will, however, be based on the duties actually being performed, the hours during which the employee is actually working, the employee's actual geographical location, and any other conditions which pertain to the employee's actual employment.

EXAMPLE 45

10-28-79—A GS-201-11 step 10 employee is assigned to a position in Alaska with a tour of duty of Monday through Friday, 4:00 PM to midnight. In addition to basic pay, the employee is entitled to a cost of living allowance and to 10 percent night pay for six hours.

02-03-80—The employee is placed in a WG-9 position in Washington, D.C., and is entitled to grade retention. In this position, the employee has a tour of duty of 3:00 PM to 11:00 PM. Even though the employee is occupying a prevailing rate position, the employee's entitlement to night pay must be determined under FPM Supplement 990-2, Book 550, since he or she is retaining a General Schedule grade. The employee would, therefore, receive 10 percent night pay for five hours. He or she would no longer be entitled to a cost of living allowance since the employee's position is now in the United States.

(3) Pay determinations if grade retention is terminated. Certain conditions for terminating an employee's grade retention entitlement are provided in 5 U.S.C. 5362(c) and 5 CFR 536.207. (See S5-1.) If the grade retention entitlement is terminated as a result of the expiration of the two-year period, the employee is entitled to pay retention as provided in S3-2a. If the entitlement is terminated as a result of the movement of the employee into a position at his or her retained grade level, the employee's entitlements will be determined in accordance with S4-3b(2)(d). If the movement of the employee constitutes a promotion, the employee is entitled to a rate in the new grade on the basis of appropriate law and regulations governing promotions. If the entitlement is terminated for any other reason, the employee's rate of basic pay may be set at any rate of his or her grade in accordance with the "highest previous rate rule". (See subpart B, Part 531, 5 CFR.)

S4-4. RATE OF BASIC PAY UNDER PAY RETENTION

a. (1). An employee, who is not covered by the merit pay system following an action which is covered by pay retention (see S3-2), is entitled to the lowest

---

*This example uses the rate schedules in Appendix A.

scheduled rate of basic pay in the employee's grade after the action is taken which equals or exceeds his or her current rate of basic pay, and will be placed in the step appropriate for that rate. If there is no such rate, then the employee is entitled to retain either his or her current rate of basic pay or 150 percent of the maximum rate of basic pay for the employee's grade after the action is taken, whichever is less.

(2). An employee who is covered by the merit pay system following an action covered by pay retention, will continue at the same rate of basic pay if that rate falls within the rate range of the employee's grade after the action is taken. If it does not fall within the rate range of that grade, the employee is entitled to a retained rate as provided immediately above for employees not in the merit pay system.

(3). When an employee who is receiving a retained rate or saved rate under some other authority is affected by an action covered by pay retention, the employee's rate of basic pay will be determined in accordance with the above. Whether the employee is entitled at the same time to continue the retained or saved rate under the other authority will be determined under those statutory and regulatory provisions providing for the retained or saved rate.

***EXAMPLE 46**

10–28–79—A GS–201–11 step 1 ($19,487) employee is placed in a GS–9 position and is entitled to grade retention. Under the grade retention provisions the employee is entitled to continue to be paid as a GS–201–11 step 1 at the rate of $19,487. (See S4–3b(1)(a).) The employee was due a within-grade increase on 07–20–80.

07–20–80—The employee is given a within-grade increase to GS–11 step 2, ($20,136).

10–12–80—A comparability increase is effective. The employee is entitled to the new GS–11 step 2 rate of $21,346.

07–19–81—The employee is given a within-grade increase to GS–11 step 3, ($22;035).

10–11–81—A comparability increase is effective. The employee is entitled to the new GS–11 step 3 rate of $23,358.

10–27–81—The 2-year period of grade retention expires. The employee is entitled to the rate of $23,524 (GS–9 step 10 rate) which is the lowest rate in the employee's grade of GS–9 which equals or exceeds his or her current rate of $23,358. The employee will be placed in step 10.

***EXAMPLE 47**

02–17–80—If on this date all GS–610 special rates in Omaha, Nebraska, were terminated, a GS–610–9 step 10 ($21,475) employee would be entitled to pay retention since $21,475 is greater than the GS–9 step 10 rate on the regular schedule ($20,938). The employee would retain the rate of $21,475 since that rate is less than 150 percent of the GS–9 step 10 rate of $20,938.

***EXAMPLE 48**

10–28–79—A GS–201–11 step 10 ($25,328) employee is placed in a GS–201–5 position and is entitled to grade retention. Under the grade retention provisions, the employee is entitled to continue to be paid as a GS–201–11 step 10 at the rate of $25,328. (See S4–3b(1)(a).)

10–12–80—A comparability increase is effective. The employee is entitled to the new GS–11 step 10 rate of $26,858.

10–11–81—A comparability increase is effective. The employee is entitled to the new GS–11 step 10 rate of $28,468.

10–27–81—The 2 year period of grade retention expires. Because the employee's current rate of $28,468 exceeds the maximum rate of his or her grade (GS–5), the employee is entitled to pay retention. Under pay retention the employee will retain the lesser of his or her current rate of $28,468 or 150 percent of the GS–5 step 10 rate. One-hundred fifty percent of the GS–5 step 10 rate ($16,068) is $24,102. The employee is, therefor, entitled to a retained rate of $24,102.

b. (1). While an employee is receiving pay retention, he or she is entitled to 50 percent of any general (comparability) increase in the maximum rate of his or her grade. These increases are limited only to comparability increases. They do not include special rate increases or other such increases. An employee under the merit pay system who is receiving pay retention is entitled to this increase. He or she, however, has no entitlement to a comparability increase nor a merit pay increase under the merit pay system.

---

*This example uses the rate schedules in Appendix A.

*EXAMPLE 49

10-28-79—A GM-201-14 employee under the merit pay system at a rate of $38,000 is placed in a GM-201-13 position under the merit pay system and is entitled to pay retention. He or she will retain the rate of $38,000.

10-12-80—As the result of a comparability increase, the maximum rate of the employee's grade (GM-13) is increased from $35,505 to $37,632, a total of $2127. Fifty percent of $2,127 is $1064. The employee, under pay retention, is entitled to $38,000 plus 1064, or $39,064. Since that rate is still greater than the GM-13 maximum rate of $37,632, the employee continues under pay retention at the rate of $39,064.

*EXAMPLE 50

10-26-80—A GS-881-14 step 5 ($40,314) employee is placed in a GS-881-13 position and is entitled to pay retention at the rate of $40,314.

02-15-81—If the GS-881-13 special rates would be increased so that the GS-881-13 maximum special rate was increased from $38,521 to $39,410, the employee would not be entitled to an increase. He or she would continue at the rate of $40,314.

If an employee has changed grades while entitled to pay retention, he or she is entitled to 50 percent of the increase in the maximum rate of the employee's grade at the time of the increase.

*EXAMPLE 51

10-28-79—A GS-201-11 step 10 ($25,328) employee is placed in a GS-201-7 position and is entitled to pay retention. He or she will retain the rate of $25,328.

07-06-80—The employee is placed in a GS-9 position and continues to retain the rate of $25,328.

10-12-80—A comparability increase is effective. The employee's entitlement is based on the increase in the maximum rate of the GS-9, which is the employee's grade on this date. The employee is entitled to a retained rate of $25,956.

If the employee is entitled to grade retention at the same time he or she is entitled to pay retention, an increase must be based on the increase to the maximum rate of the retained grade, since that is considered to be the employee's grade for pay and pay administration purposes.

*EXAMPLE 52

10-28-79—A GS-201-12 Step 9 ($29,624) employee is placed in a GS-201-11 position and is entitled to retain $29,624 under pay retention provisions.

03-30-80—The employee is placed in a GS-201-9 position and is entitled to grade retention. Under grade retention the employee is entitled to the maximum rate of the GS-11 ($25,328). Since the employee's entitlement under pay retention ($29,624) is greater, that entitlement continues simultaneously.

10-12-80—A comparability increase is effective. Under pay retention, the employee is entitled to 50 percent of the increase in the maximum rate of his or her grade. While the employee is entitled to grade retention, the retained grade must be considered as his or her grade for pay and pay administration purposes. The employee is, therefore, entitled to 50 percent of the increase in the maximum rate of the GS-11. The GS-11 maximum rate increased from $25,328 to $26,858 (an increase of $1,530). The employee is entitled to 50 percent of $1,530, or $765, plus $29,624, which equals $30,389. Since this rate is greater than the GS-11 step 10 rate, the employee continues on pay retention.

(2). If as a result of one of these increases, the maximum rate of the employee's grade exceeds the employee's retained rate, the employee is entitled to that maximum rate and pay retention terminates. (See S5-1a(2).)

*EXAMPLE 53

10-28-79—A GS-301-8 step 7 ($17,569) employee is placed in a GS-301-7 position under circumstances which entitle the employee to pay retention. Because the employee's current rate of $17,569 exceeds the GS-7 step 10 rate of $17,306 pay retention will apply. The employee will retain the rate of $17,569.

10-12-80—A comparability increase is effective. The employee is entitled to 50 percent of the increase in the GS-7 step 10 rate ($18,339 minus $17,306, or $1,033) which is $516.50 or $517 rounded up. The employee is entitled to $17,569 plus $517, or $18,086. Because the maximum

*This example uses the rate schedules in Appendix A.

rate of the employee's grade ($18,339) now exceeds the employee's retained rate of $18,086, the employee is entitled to the maximum rate of $18,339 and will be placed in step 10. Pay retention is, therefore, terminated.

(3)(a). Except when the employee is demoted for personal cause or at the employee's request, or is placed in a position under the merit pay system, an employee who is placed in another position while entitled to pay retention is entitled to the lowest scheduled rate of the employee's grade after placement which equals or exceeds his or her current rate, and will be placed in the step appropriate for that rate. In this case, pay retention will be terminated. If there is no such rate, the employee continues his or her prior pay retention entitlement.

***EXAMPLE 54**

10-28-79—A GS-301-7 step 4 ($14,642) employee is placed in a GS-301-4 position and is entitled to retain the rate of $14,642 under pay retention.

03-16-80—The employee is placed in a GS-6 position. The employee, under this subchapter, is entitled to the rate of $14,921 (GS-6 step 8), which is the lowest rate of the employee's grade which equals or exceeds his or her current rate of $14,642.

(b). If the employee is placed in a position under the merit pay system, the employee is entitled to the same rate of basic pay as that held prior to the placement. If that rate falls within the rate range of the new grade, pay retention is terminated. If it does not fall within the rate range, the employee continues to receive that rate under pay retention.

(c). It is important to note that when an employee who is already entitled to pay retention is placed in another position under circumstances which would normally entitle an employee to pay retention, the employee's prior entitlement continues unaffected. The important point in this respect is that the employee's retained rate may not be reduced by virtue of the subsequent action by applying the 150 percent limit discussed in paragraph S4-4a(1).

***EXAMPLE 55**

10-28-79—A GS-201-11 step 10 ($25,328) employee is placed in a GS-201-9 position and is entitled to pay retention. The employee retains the rate of $25,328 since that rate is less than 150 percent of the GS-9 step 10.

07-06-80—The employee is placed in a GS-201-5 position as the result of an action which would normally entitle the employee to pay retention. However, because the employee is already receiving pay retention, this action is not covered. (See S3-2c.) Thus, the employee continues to be entitled to the rate of $25,328, whereas, if he or she had been entitled to pay retention as a result of this action, the employee would have been entitled only to the rate of $21,455, which is 150 percent of the GS-5 step 10 rate.

c. *Pay entitlement upon termination of pay retention.* If the entitlement is terminated as a result of a demotion for personal cause or a demotion at the employee's request, or it is terminated as a result of the employee's declination of a reasonable offer, the employee's rate of basic pay may be set at any rule of his or her grade in accordance with the "highest previous rate rule." (See Subpart B, Part 531, 5 CFR.)

S4-5. EFFECT OF TEMPORARY PROMOTIONS AND TEMPORARY REASSIGNMENTS

An employee serving under a temporary promotion or temporary reassignment is considered to be employed on a temporary basis with respect to the position temporarily occupied. Therefore, the grade and rate of basic pay held during a temporary promotion or temporary reassignment may not be used to determine whether the employee has been placed in a lower grade or lower rate of basic pay.

For example, if a GS-7 employee is temporarily promoted to a GS-9, and then placed permanently in a GS-8 position, the employee has not been placed in a lower-graded position and thus, is not entitled to grade retention. If the employee becomes entitled to grade or pay retention while under a temporary promotion or temporary reassignment, the grade and/or rate of basic pay to which the employee is entitled under this subchapter is not based on the grade or rate of basic pay held during the temporary promotion or temporary reassignment, but rather on the grade and/or rate of basic pay to which the employee would have been entitled had he or she not been temporarily promoted or reassigned. (See example 56.) If the employee is already entitled to grade or pay retention when he or she is temporarily promoted or temporarily reassigned, the employee's entitlement to a grade or rate of basic pay under this subchapter is not affected in any way by the temporary action. It simply continues simultaneously as if the employee had not been temporarily promoted or reassigned with the employee receiving the greater benefit. (See Example 57.) The ending date of a grade retention period is also not affected by a temporary promotion or temporary reassignment. (See Example 57.) Finally, no entitlement under this subchapter will be terminated as the result of a temporary promotion or temporary reassignment, or as the result of the declination of a temporary promotion or temporary reassignment.

---

*This example uses the rate schedules in Appendix A.

***EXAMPLE 56**

10-28-79—A GS-801-11 step 1 ($19,487) employee, who is due a within-grade increase to GS-11 step 2 on 12-23-79, is temporarily promoted to GS-801-12 step 1 ($23,384).

02-17-80—The employee is placed in a GS-881-9 position, terminating the temporary promotion, and is entitled to grade retention. If the employee had not been temporarily promoted, he or she would have advanced, as a result of the within-grade increase, to the rate of $20,136 (GS-11 step 2 on the regular schedule), and under the provisions of S4-3b(1)(b), would have been entitled to the GS-881-11 step 2 rate of $21,434. The employee is, therefore, entitled to that rate of $21,434 and should be placed in step 2 which is the appropriate step for that rate.

***EXAMPLE 57**

10-28-79—A GS-201-11 step 9 ($24,679) employee, who is due a within-grade increase to GS-11 step 10 on 09-27-81, is placed in a GS-201-9 position and is entitled to grade retention. He or she continues as a GS-201-11 step 9 at the rate of $24,679.

10-12-80—A comparability increase is effective. The employee is entitled to the new GS-11 step 9 rate of $26,169.

07-20-81—The employee is temporarily promoted to GS-201-12 step 5 at the rate of $28,096, not to exceed 12-19-81. (The entitlement to grade retention also continues.)

09-27-81—The employee, under the grade retention entitlement, is entitled to a within-grade increase to GS-11 step 10 and a rate of $26,858. However, since the entitlement to the GS-12 step 5 rate of $28,096 is greater, the employee continues to receive $28,096 because of the temporary promotion.

10-11-81—A comparability increase is effective. The employee is entitled to the new GS-12 step 5 rate of $29,782, which is greater than the new GS-11 step 10 rate to which the employee is entitled under grade retention.

10-27-81—The ending date of the 2-year period of grade retention is not extended by the temporary promotion. The grade retention period, therefore, expires. Because the employee is still on the temporary promotion, he or she continues to be entitled to the GS-12 step 5 rate of $29,782. However, because a temporary promotion has no effect on a grade or pay retention entitlement, the employee, due to the expiration of the grade retention period, is at the same time entitled to pay retention under 5 U.S.C. 5363. (See S3-2a.) If the employee had not been temporarily promoted, the employee, under pay retention, would have been entitled to the GS-11 step 10 rate of $28,468.

12-20-81—The temporary promotion period expires, the employee is returned to his or her GS-201-9 position; and, under the pay retention provisions, the employee is entitled to a rate of $28,468.

---

*This example uses the rate schedules in Appendix A.

Subchapter S5. Loss of Eligibility/Termination of Grade Retention and Pay Retention

S5-1. TERMINATION CONDITIONS

a. (1) Any grade retention entitlement which is mandatory by law or regulation (see S3–1a) ceases to apply, under 5 CFR 536.207(a) and 536.208(a), to an employee who:

—has a break in service of one workday or more;
—is demoted for personal cause or at the employee's request;
—is placed in a position the grade of which is equal to, or higher than, the retained grade;
—declines a reasonable offer of a position, the grade of which is equal to, or higher than, the retained grade; or
—elects in writing to have the benefits of grade retention terminate.

Any grade retention entitlement provided at the option of the agency (see S3–1b) ceases to apply, under 5 CFR 536.207(b) and 536.208(b), under any of the above conditions and also if the employee fails to enroll in, or to comply with reasonable written requirements established to assure full consideration under, a program providing priority consideration for placement.

(2) Any pay retention entitlement ceases, under 5 U.S.C. 5363(c) and 5 CFR 536.209, to apply to any employee who:

—has a break in service of one workday or more;
—is demoted for personal cause or at the employee's request;
—is entitled to a rate of basic pay which is equal to, or higher than, the employee's retained rate; or
—declines a reasonable offer of a position the rate of which is equal to, or higher than, the employee's retained rate.

An employee may lose eligibility for grade retention or pay retention before that benefit actually commences. However, eligibility may be lost only if one of the conditions for terminating grade retention or pay retention occurs at some time after the employee has received written notice of the reduction in grade or pay. The grade retention or pay retention benefits may, of course, also be terminated if any of the terminating conditions occur after the benefits have commenced. In the discussion of the termination conditions below, any reference to "termination" of entitlements refers also to "loss of eligibility".

b. *Break in service*. (1) Except as provided in paragraph (2) below, a break in service occurs when an employee separates or is separated from the Federal service. If an employee is detailed outside the Federal service, such as to an international organization, or to a state or local government, no break in service occurs. If an employee is placed in a leave-without-pay status (e.g., for the purpose of entering into the military service, or into service as a Peace Corps or VISTA volunteer), no break in service occurs.

(2). If an employee separates, or is separated, from the Federal service and then reemployed on the next workday, no break in service occurs. Also, if an employee separates, or is separated, from the Federal service under conditions which include reemployment or restoration rights, no break in service occurs if the employee exercises those reemployment rights within the time allotted. (Note: When an employee exercises reemployment or restoration rights, the employee's current rate of basic pay, with respect to grade and pay retention, is computed as if he or she had never separated from the Federal service.)

c. *Demotion for Personal Cause*. A demotion for personal cause is a reduction in grade based on the conduct, character, or unacceptable performance of an employee. In situations in which the physical condition of an employee is the reason for the demotion (e.g., when a physical examination discloses a condition which is considered a potential hazard to the employee or others), the demotion is not considered for personal cause.

d. *Demotion at the Employee's Request*. In order to terminate grade retention or pay retention on the basis of a demotion at the employee's request, the employee's request must be the direct cause of the demotion. If management has taken some action, other than an action based on the conduct, character, or unacceptable performance of the employee, which may affect the employee adversely and thus influence the employee's decision to request a demotion, the demotion will not be considered as at the employee's request. For example, management may have initiated a reduction in force or transfer of function. The employee may request another position at a lower grade if he or she expects to be adversely affected by the reduction in force or transfer of function. Even if that employee would not have ultimately been affected by the reduction in force or transfer of function, a demotion under these circumstances would not normally be considered as "at the employee's request" since management had taken an action which influenced the employee's action. The same principle would apply in reclassification situations.

Management may also have developed special programs for recruitment purposes. Prime examples of these programs are the Upward Mobility Program, the Career Intern Program, and the Apprenticeship Program. Because of the special training which management provides in these types of programs and the advancement opportunities which are possible, many employees are willing to take a demotion to enter into these programs when normally, they would not consider a demotion. Because these employees' actions are influenced by a program's special features which have been established by management, a demotion to enter this type of program is not considered to be at the employee's request. Another program with special features established by management is the overseas program. Normally, when an employee accepts an overseas assignment, it is for an established period of time, such as 2 years or 3 years. Any decision to return to the United States at the end of that period cannot be considered as at the employee's request since the employee is being employed under special conditions established by management.

e. *Placement in a Position with an Equal or Higher Grade/Rate of Basic Pay.* An employee's entitlement to grade retention terminates if the employee is placed in a position, the grade of which is equal to, or higher than, the retained grade. The placement may be within the same pay schedule or into a different pay schedule. If it is into a different pay schedule, a comparison of representative rates will be made to determine the higher grade.

***EXAMPLE 58**

07–06–80—A GS–9 step 1 employee ($16,105 per annum or $7.74 per hour) is demoted to a WG–8 position in Washington, D.C. and is entitled to retain the GS–9.

09–14–80—The employee is placed in a WG–10 position in Washington, D.C. On 09–14–80, WG–10 (representative rate is $8.61) is higher than GS–9 (representative rate is $8.52); therefore, the employee's entitlement to grade retention is terminated.

An employee's entitlement to grade retention will be terminated on the basis of placement in an equal or higher grade at the time of placement. If the position in which the employee is placed becomes higher in grade after placement in that position as a result of a general pay increase, the employee is entitled to continue the grade retention entitlement (see S1–4b). If, however, the employee is placed in another position at that same grade, the entitlement to grade retention terminates.

***EXAMPLE 59**

07–06–80—A GS–9 step 1 employee ($16,105 per annum or $7.74 per hour) is demoted to a WG–8 position in Washington, D.C. and is entitled to retain the GS–9.

10–26–80—The employee is placed in a WG–10 position in Washington, D.C. On 10–26–80, GS–9 (representative rate is $9.03) is higher than WG–10 (representative rate is $8.61), so grade retention continues.

11–09–80—As a result of a prevailing rate increase, the representative rate for WG–10 is now $9.13 and WG–10 is now higher than GS–9. However, the employee's entitlement to retain the GS–9 may not be terminated as a result of this increase. (He or she may, of course, waive the grade retention benefit at any time as discussed in S5–1(g).)

02–15–81—The employee is placed in another WG–10 position in Washington, D.C. As a result of this action, the employee has been placed in a position, the grade of which is higher than the retained grade and the entitlement to the retained grade of GS–9 is terminated.

---

*This example uses the rate schedules in Appendix A.

If a pay schedule with different rate schedules in different geographical areas is involved, the representative rate in the area in which the employee is placed will be used in the comparison.

***EXAMPLE 60**

12–09–79—A WG–7 employee in Duluth, Minnesota, with a retained grade of WG–9, is placed in a GS–9 position in Washington, D.C. (Assume the representative rate for WG–9 in Duluth is $8.66.) To determine whether grade retention should be terminated upon this move, the representative rate of WG–9 in Washington must be compared with the representative rate of GS–9. Because the WG–9 rate in Washington ($8.06) is lower than the GS–9 rate ($8.52), the employee has been placed in a higher grade; the employee entitlement to grade retention terminates; and the employee is paid as a GS–9.

An employee's entitlement to pay retention terminates if the employee is placed in a position, the rate of basic pay for which is equal to, or higher than, the employee's retained rate. The position to which the employee is placed need not necessarily be at a higher grade level to terminate pay retention. It may be at the same grade level, (Example 61), or at a lower grade level, (Example 62), as long as the rate of basic pay is equal to or higher than the retained rate.

***EXAMPLE 61**

12–09–79—A GS 610–9 employee in Sioux City, Iowa, with a retained rate of $21,200 is placed in a GS–610–9 position in Omaha, Nebraska. In accordance with paragraph S4–4b(3)(a), the employee is entitled to $21,475 (GS–610–9 step 10 rate in Omaha). Because the GS–9 step 10 rate in Omaha exceeds the employee's retained rate, pay retention is terminated.

***EXAMPLE 62**

12–09–79—A WG–10 employee with a retained rate of $9.88 is placed in a GS–9 position. On the basis of representative rate comparison, the GS–9 is a lower grade. However, the GS–9 step 10 rate ($20,938 or $10.07) exceeds the employee's retained rate. Assuming the employee is not entitled to grade retention as a result of this demotion, and assuming the demotion was not for personal cause or at the employee's request, the employee is entitled to the GS–9 step 10 rate of $20,938. Pay retention would thus be terminated.

f. *Declination of a Reasonable Offer*. (1) An employee's entitlement to grade retention terminates if an employee declines a reasonable offer of a position, the grade of which is equal to or higher than the retained grade. An employee's entitlement to pay retention terminates if an employee declines a reasonable offer of a position at a rate of basic pay equal to or higher than the retained rate. It is desirable, for appeals purposes, to have an employee's response to a reasonable offer in writing. If an employee refuses to respond to a reasonable offer, he or she will be considered to have declined that offer.

An entitlement to either grade or pay retention may be terminated on the basis of a declination of a reasonable offer as soon as the employee is legally entitled to that benefit. For example, an employee who, during a 2-year period of grade retention, is further reduced under circumstances entitling him or her to another period of grade retention, is legally entitled to that second period of grade retention as of the date of the second demotion. Therefore, the employee, on the basis of a declination of a reasonable offer at the second retained grade level, could have that second entitlement terminated during the first 2-year period. (See Example 63.) On the other hand, an employee who is entitled to grade retention is not legally entitled to pay retention on the basis of the expiration of the grade retention period until that period has actually expired. Therefore, an employee could decline any offer lower than the retained grade without losing entitlement to pay retention at the expiration of the two-year period of grade retention. Of course, if an employee declined a reasonable offer equal to, or higher than, the retained grade, the employee's entitlement to grade retention would terminate, and there would be no entitlement to pay retention since the grade retention period did not expire.

*This example uses the rate schedules in Appendix A.

*EXAMPLE 63

12–09–79—A GS–9 employee is demoted to a GS–7 position, and is entitled to retain the GS–9.

04–27–80—The employee is further demoted to GS–5, under conditions entitling him or her to another period of grade retention. The employee continues to retain the GS–9. (See S4–1).

10–14–80—The employee declines a reasonable offer of a GS–8 position. The employee's entitlement to a retained grade of GS–7, the benefit of which the employee would have begun to receive on 12–09–81 after the expiration of the initial period, is terminated. This entitlement is terminated on 10–25–80 (see S5–2 for effective date provision) because the employee declined a reasonable offer of a grade higher than the retained grade (GS–7) after the employee became legally entitled to that retained grade.

NOTE: If the employee, on 10–14–80, had declined a reasonable offer of a GS–9 position, entitlement to both periods of grade retention would be terminated on that date.

(2) Neither grade retention nor pay retention may be terminated based on an employee's declination of an offer, unless that offer is a reasonable offer. As provided in 5 CFR 536.206, certain conditions must be fulfilled, as a minimum, for an offer to be reasonable. These conditions are listed below. It is emphasized that these are minimum conditions which must be met for an offer to be reasonable. Agencies may also establish additional conditions which must be met.

As a minimum, the offer must be in writing, must include an official position description of the offered position, and must inform the individual that any entitlement to grade or pay retention will be terminated if the offer is declined and that the employee may appeal the reasonableness of the offer.

In addition, the offered position must be:

—of tenure equal to, or greater than, that of the position creating the grade or pay retention entitlement;

—in an agency, as defined in 5 U.S.C. 5102, although not necessarily in the same agency in which the employee is serving at the time of the offer;

—full-time (unless the employee's position immediately before the change creating entitlement to grade or pay retention was less than full-time, in which case the offered position must have a work schedule of no less time than that of the position held before the change); and

—in the same commuting area as the employee's position immediately before the offer, unless the employee is subject to a mobility agreement or a published agency policy which requires employee mobility.

g. *Employee election to have entitlement terminated.* Under 5 U.S.C. 5362(d)(4), an employee may elect to terminate his or her *grade* retention entitlement. Any such election, however, must be in writing and is irrevocable.

S5–2. EFFECTIVE DATE OF TERMINATIONS

If an employee loses eligibility for grade or pay retention prior to the commencement of the grade or pay retention benefit, that eligibility is lost immediately. If it is terminated after the benefit has begun, it is terminated on:

(1) the date of placement if the termination is the result of the employee's placement in another position; or

(2) at the end of the last day of the pay period in which the employee:

—declines a reasonable offer;

—elects to waive grade retention benefits; or

—fails to enroll in a program providing priority consideration for placement.

*This example uses the rate schedules in Appendix A.

Subchapter S6. Appeals

S6-1. APPLICABILITY

a. An employee who is granted grade or pay retention because of a reclassification action may appeal the classification decision to the agency and/or OPM as provided in FPM chapter 511. An employee who is granted grade or pay retention because of a reduction-in-force action may appeal the reduction-in-force action to the Merit Systems Protection Board as provided in FPM chapter 351. The entitlement to grade or pay retention has no effect on either of these appeal rights. If an employee is granted grade retention, or granted pay retention and there has been no reduction in grade, he or she may not, at the time it is granted, file an appeal under any other procedures (e.g., adverse action procedures in FPM chapter 752). If, however, the employee's grade has been reduced and the employee is not eligible for grade retention, the employee may file an appeal under other procedures, even though he or she is granted pay retention.

b. An employee may appeal the termination of grade or pay retention benefits only if the termination is based on the employee's declination of a "reasonable offer" as defined in S5-1f(2), and the employee is not a member of an exclusively recognized bargaining unit which provides for such review. Procedures for filing this appeal are described in the remainder of this subchapter.

S6-2. FILING THE APPEAL

a. *Form and Content of Appeal.* An employee who appeals the termination of benefits based on a declination of a reasonable offer of a position shall file such appeal in writing with the Office of Personnel Management. An employee appeal shall include:

- —the employee's name, mailing address, and office telephone number;
- —the employing department or agency, and the location of the official headquarters;
- —the exact organizational component of the employee's current position within the agency (e.g., bureau, division, branch, section, unit, etc.);
- —the reasons supporting the employee's belief that the offered position was not a "reasonable offer" as defined in 5 CFR 536.206 (see also S5-1f); and
- —the name, address, and business telephone number of the employee's representative in the appeal, if the employee has designated a representative.

b. *When Appeal May be Filed.* An employee who appeals under this section must appeal to the Office of Personnel Management no later than 20 calendar days after being notified that his or her grade or pay retention benefits have been terminated, and no sooner than the effective date of the terminating action.

c. *Where to File The Appeal.* Employee appeals under this section should be filed directly with the regional office of the Office of Personnel Management having geographic jurisdiction over the employee's current position. Employees in overseas positions in the Pacific Area should direct appeals to the Western Region, OPM. For other overseas positions and positions located in the Washington, D.C., Metropolitan Area, the appeal should be filed with the Chief, Classification Appeals Office, Agency Relations Group, Office of Personnel Management, Washington, D.C., 20415.

d. *Agency Administrative Report.* When an employee appeals under this section, the agency will be required to supply the following information to OPM within 15 calendar days of the date it is requested:

- —a copy of the employee's current position description of record and a current evaluation statement;
- —the exact organizational component of the employee's current position within the agency including organization charts, mission and functional statements:
- —a copy of the employee's latest SF-50 showing current position data, i.e., title, position number, etc.;

—the complete identification of the position offered to the employee as a reasonable offer, including a copy of the position description of record and a current evaluation statement;

—the reason why the agency considers the offered position to be a reasonable offer including an analysis of the employee's qualifications for the position:

—a copy of the agency letter offering the position to the employee as a reasonable offer;

—the name and telephone number of the agency representative who may be contacted by OPM concerning the appeal.

—a statement from the Personnel Officer, or a designee, attesting to the fact that an appeal of a declination of a reasonable offer is not an issue covered by the negotiated agreement; and

—a list of all qualification requirements used by the agency to examine for or staff the "offered position". (Agencies should also include identification of all selective and quality ranking factors used in past recruitment actions, if available.)

S6-3. PROCESSING THE APPEAL

a. The appropriate office of OPM will conduct any investigation necessary to determine the facts of the case. The decision will normally be based on a review of the written record. The OPM's decision on an appeal under this section will be limited to whether or not the position offered to the employee constituted a reasonable offer as defined in 5 CFR 536.206. The decision shall be in writing and give the reasons for the decision. A copy of the decision shall be furnished to the employee and the agency. Both the employee and the agency should also be notified if the Office of Personnel Management lacks jurisdiction over the appeal, (e.g., if the appellant is a member of the bargaining unit and the negotiated agreement between the agency and the employee's bargaining organization specifically recognized appeal of a declination of a reasonable offer as a matter subject to binding arbitration).

b. *Finality of the Decision*. The OPM's decision on an appeal under this section is final. If the decision requires that corrective action be taken by the agency, including the retroactive or prospective restoration of grade or pay retention benefits, the agency is required to take the action unless if files a request for reconsideration. (See paragraph c below.)

c. *Reconsideration of Appellate Decision*. Decisions issued by OPM regional offices and by the Classification Appeals Office shall be considered final decisions. The Classification Appeals Office, OPM, may, at its discretion, reconsider an original appellate decision when new and material information is presented in writing by the employee or the agency, which establishes a reasonable doubt as to the technical accuracy of the decision, or the application of law or regulation by the appellate office. The request must show that the information was not readily available when the original decision was issued. A request for reconsideration of an original appeal decision must be submitted to OPM within 30 calendar days of the date of the original decision. The Classification Appeals Office may remand an appeal decision under consideration to the appropriate regional office for further investigation.

S6-4. CANCELLATION OF THE APPEAL

An employee appeal under this section shall be cancelled, and the employee and agency so notified, in writing:

—on receipt of the employee's written request; or

—on the employee's failure to pursue the matter, as when the employee does not furnish requested information.

The same conditions apply to cancellation of an agency request for reopening. The OPM may reopen a cancelled appeal, at its discretion, on a showing that circumstances beyond the control of the employee prevented the prosecution of the appeal.

Appendix A. Pay Schedules for Use in Book 536 Examples

The rate schedules in this Appendix have been developed solely for use in the grade and pay retention examples in Book 536. They are not to be used for any other purpose.

EFFECTIVE DATE: 10-14-79

* REGULAR SCHEDULE

	1	2	3	4	5	6	7	8	9	10
GS-4	10000	10333	10666	10999	11332	11665	11998	12331	12664	12997
GS-5	11000	11367	11734	12101	12468	12835	13202	13569	13936	14303
GS-6	12100	12503	12906	13309	13712	14115	14518	14921	15324	15727
GS-7	13310	13754	14198	14642	15086	15530	15974	16418	16862	17306
GS-8	14641	15129	15617	16105	16593	17081	17569	18057	18545	19033
GS-9	16105	16642	17179	17716	18253	18790	19327	19864	20401	20938
GS-10	17715	18306	18897	19488	20079	20670	21261	21852	22443	23034
GS-11	19487	20136	20785	21434	22083	22732	23381	24030	24679	25328
GS-12	23384	24164	24944	25724	26504	27284	28064	28844	29624	30404
GS-13	27954	28793	29632	30471	31310	32149	32988	33827	34666	35505
GS-14	33070	34062	35054	36046	37038	38030	39022	40014	41006	41998

EFFECTIVE DATE: 10-14-79

*SPECIAL RATE SCHEDULE FOR NURSES, GS-610, IN OMAHA, NEBRASKA

	1	2	3	4	5	6	7	8	9	10
GS-5	13202	13569	13936	14303	14670	15037	15404	15771	16138	16505
GS-7	15530	15974	16418	16862	17306	17750	18194	18638	19082	19526
GS-8	15617	16105	16593	17081	17569	18057	18545	19033	19521	20009
GS-9	16642	17179	17716	18253	18790	19327	19864	20401	20938	21475

*SPECIAL RATE SCHEDULE FOR NURSES, GS-610, IN SIOUX CITY, IOWA

	1	2	3	4	5	6	7	8	9	10
GS-4	11998	12331	12664	12997	13330	13663	13996	14329	14662	14995
GS-5	12835	13202	13569	13936	14303	14670	15037	15404	15771	16138
GS-7	14198	14642	15086	15530	15974	16418	16862	17306	17750	18194
GS-8	15129	15617	16105	16593	17081	17569	18057	18545	19033	19521

*These rate schedules have been developed solely for use in the grade and pay retention examples in Book 536. They are not to be used for any other purpose.

EFFECTIVE DATE: 10-14-79

*SPECIAL RATE SCHEDULE FOR PETROLEUM ENGINEERS, GS-881, NATIONWIDE

	1	2	3	4	5	6	7	8	9	10
GS-5	13202	13569	13936	14303	14670	15037	15404	15771	16138	16505
GS-7	15530	15974	16418	16862	17306	17750	18194	18638	19082	19526
GS-9	17716	18253	18790	19327	19864	20401	20938	21475	22012	22549
GS-11	20785	21434	22083	22732	23381	24030	24679	25328	25977	26626
GS-12	24164	24944	25724	26504	27284	28064	28844	29624	30404	31184
GS-13	28793	29632	30471	31310	32149	32988	33827	34666	35505	36344
GS-14	34062	35054	36046	37038	38030	39022	40014	41006	41998	42990

*SPECIAL RATE SCHEDULE FOR MINING ENGINEERS, GS-880, NATIONWIDE

	1	2	3	4	5	6	7	8	9	10
GS-5	12835	13202	13569	13936	14303	14670	15037	15404	15771	16138
GS-7	15086	15530	15974	16418	16862	17306	17750	18194	18638	19082
GS-9	17179	17716	18253	18790	19327	19864	20401	20938	21475	22012
GS-11	20136	20785	21434	22083	22732	23381	24030	24679	25328	25977
GS-12	24164	24944	25724	26504	27284	28064	28844	29624	30404	31184
GS-13	28793	29632	30471	31310	32149	32988	33827	34666	35505	36344
GS-14	34062	35054	36046	37038	38030	39022	40014	41006	41998	42990

*These rate schedules have been developed solely for use in the grade and pay retention examples in Book 536. They are not to be used for any other purpose.

EFFECTIVE DATE: 10-12-80

*REGULAR SCHEDULE

	1	2	3	4	5	6	7	8	9	10
GS-4	10600	10953	11306	11659	12012	12365	12718	13071	13424	13777
GS-5	11660	12049	12438	12827	13216	13605	13994	14383	14772	15161
GS-6	12826	13254	13682	14110	14538	14966	15394	15822	16250	16678
GS-7	14109	14579	15049	15519	15989	16459	16929	17399	17869	18339
GS-8	15520	16037	16554	17071	17588	18105	18622	19139	19656	20173
GS-9	17072	17641	18210	18779	19348	19917	20486	21055	21624	22193
GS-10	18779	19405	20031	20657	21283	21909	22535	23161	23787	24414
GS-11	20657	21346	22035	22724	23413	24102	24791	25480	26169	26858
GS-12	24788	25615	26442	27269	28096	28923	29750	30577	31404	32231
GS-13	29631	30520	31409	32298	33187	34076	34965	35854	36743	37632
GS-14	35054	36106	37158	38210	39262	40314	41366	42418	43470	44522

EFFECTIVE DATE: 10-12-80

*SPECIAL RATE SCHEDULE FOR NURSES, GS-610, IN OMAHA, NEBRASKA

	1	2	3	4	5	6	7	8	9	10
GS-5	13994	14383	14772	15161	15550	15939	16328	16717	17106	17495
GS-7	16459	16929	17399	17869	18339	18809	19279	19749	20219	20689
GS-8	16554	17071	17588	18105	18622	19139	19656	20173	20690	21207
GS-9	17641	18210	18779	19348	19917	20486	21055	21624	22193	22762

*SPECIAL RATE SCHEDULE FOR NURSES, GS-610, IN SIOUX CITY, IOWA

	1	2	3	4	5	6	7	8	9	10
GS-4	12718	13071	13424	13777	14130	14483	14836	15189	15542	15895
GS-5	13605	13994	14383	14772	15161	15550	15939	16328	16717	17106
GS-7	15049	15519	15989	16459	16929	17399	17869	18339	18809	19279
GS-8	16037	16554	17071	17588	18105	18622	19139	19656	20173	20690

*These rate schedules have been developed solely for use in the grade and pay retention examples in Book 536. They are not to be used for any other purpose.

EFFECTIVE DATE: 10-12-80

*SPECIAL RATE SCHEDULE FOR PETROLEUM ENGINEERS, GS-881, NATIONWIDE

	1	2	3	4	5	6	7	8	9	10
GS-5	13994	14383	14772	15161	15550	15939	16328	16717	17106	17495
GS-7	16459	16929	17399	17869	18339	18809	19279	19749	20219	20689
GS-9	18779	19348	19917	20486	21055	21624	22193	22762	23331	23900
GS-11	22035	22724	23413	24102	24791	25480	26169	26858	27547	28236
GS-12	25615	26442	27269	28096	28923	29750	30577	31404	32231	33058
GS-13	30520	31409	32298	33187	34076	34965	35854	36743	37632	38521
GS-14	36106	37158	38210	39262	40314	41366	42418	43470	44522	45574

*SPECIAL RATE SCHEDULE FOR MINING ENGINEERS, GS-880, NATIONWIDE

	1	2	3	4	5	6	7	8	9	10
GS-5	13605	13994	14383	14772	15161	15550	15939	16328	16717	17106
GS-7	15989	16459	16929	17399	17869	18339	18809	19279	19749	20219
GS-9	18210	18779	19348	19917	20486	21055	21624	22193	22762	23331
GS-11	21346	22035	22724	23413	24102	24791	25480	26169	26858	27547
GS-12	25615	26442	27269	28096	28923	29750	30577	31404	32231	33058
GS-13	30520	31409	32298	33187	34076	34965	35854	36743	37632	38521
GS-14	36106	37158	38210	39262	40314	41366	42418	43470	44522	45574

*These rate schedules have been developed solely for use in the grade and pay retention examples in Book 536. They are not to be used for any other purpose.

EFFECTIVE DATE: 10-11-81

*REGULAR SCHEDULE

	1	2	3	4	5	6	7	8	9	10
GS-4	11236	11611	11986	12361	12736	13111	13486	13861	14236	14611
GS-5	12360	12772	13184	13596	14008	14420	14832	15244	15656	16068
GS-6	13596	14049	14502	14955	15408	15861	16314	16767	17220	17673
GS-7	14956	15454	15952	16450	16948	17446	17944	18442	18940	19438
GS-8	16452	17000	17548	18096	18644	19192	19740	20288	20836	21384
GS-9	18097	18700	19303	19906	20509	21112	21715	22318	22921	23524
GS-10	19907	20570	21233	21896	22559	23222	23885	24548	25211	25874
GS-11	21898	22628	23358	24088	24818	25548	26278	27008	27738	28468
GS-12	26278	27154	28030	28906	29782	30658	31534	32410	33286	34162
GS-13	31409	32351	33293	34235	35177	36119	37061	38003	38945	39887
GS-14	37157	38272	39387	40502	41617	42732	43847	44962	46077	47192

EFFECTIVE DATE: 10-11-81

*SPECIAL RATE SCHEDULE FOR NURSES, GS-610, IN OMAHA, NEBRASKA

	1	2	3	4	5	6	7	8	9	10
GS-5	14832	15244	15656	16068	16480	16892	17304	17716	18128	18540
GS-7	17446	17944	18442	18940	19438	19936	20434	20932	21430	21928
GS-8	17548	18096	18644	19192	19740	20288	20836	21384	21932	22480
GS-9	18700	19303	19906	20509	21112	21715	22318	22921	23524	24127

*SPECIAL RATE SCHEDULE FOR NURSES, GS-610, IN SIOUX CITY, IOWA

	1	2	3	4	5	6	7	8	9	10
GS-4	13486	13861	14236	14611	14986	15361	15736	16111	16486	16861
GS-5	14420	14832	15244	15656	16068	16480	16892	17304	17716	18128
GS-7	15952	16450	16948	17446	17944	18442	18940	19438	19936	20434
GS-8	17000	17548	18096	18644	19192	19740	20288	20836	21384	21932

*These rate schedules have been developed solely for use in the grade and pay retention examples in Book 536. They are not to be used for any other purpose.

EFFECTIVE DATE: 10-11-81

*SPECIAL RATE SCHEDULE FOR PETROLEUM ENGINEERS, GS-881, NATIONWIDE

	1	2	3	4	5	6	7	8	9	10
GS-5	14832	15244	15656	16068	16480	16892	17304	17716	18128	18540
GS-7	17446	17944	18442	18940	19438	19936	20434	20932	21430	21928
GS-9	19906	20509	21112	21715	22318	22921	23524	24127	24730	25333
GS-11	23358	24088	24818	25548	26278	27008	27738	28468	29198	29928
GS-12	27154	28030	28906	29782	30658	31534	32410	33286	34162	35038
GS-13	32351	33293	34235	35177	36119	37061	38003	38945	39887	40829
GS-14	38272	39387	40502	41617	42732	43847	44962	46077	47192	48307

*SPECIAL RATE SCHEDULE FOR MINING ENGINEERS, GS-880, NATIONWIDE

	1	2	3	4	5	6	7	8	9	10
GS-5	14420	14832	15244	15656	16068	16480	16892	17304	17716	18128
GS-7	16948	17446	17944	18442	18940	19438	19936	20434	20932	21430
GS-9	19393	19906	20509	21112	21715	22318	22921	23524	24127	24730
GS-11	22628	23358	24088	24818	25548	26278	27008	27738	28468	29198
GS-12	27154	28030	28906	29782	30658	31534	32410	33286	34162	35038
GS-13	32351	33293	34235	35177	36119	37061	38003	38945	39887	40829
GS-14	38272	39387	40502	41617	42732	43847	44962	46077	47192	48307

*These rate schedules have been developed solely for use in the grade and pay retention examples in Book 536. They are not to be used for any other purpose.

*PREVAILING RATES APPLICABLE TO WASHINGTON, D.C.

	1	2	3	4	5
WG-4	5.23	5.45	5.67	5.89	6.10
WG-5	5.64	5.88	6.12	6.35	6.59
WG-6	6.16	6.42	6.68	6.93	7.19
WG-7	6.68	6.96	7.24	7.52	7.80
WG-8	7.21	7.51	7.81	8.11	8.41
WG-9	7.74	8.06	8.38	8.70	9.03
WG-10	8.27	8.61	8.95	9.30	9.64
WG-11	8.79	9.16	9.53	9.89	10.26
WG-12	9.27	9.66	10.05	10.43	10.82
WG-13	9.74	10.15	10.56	10.96	11.37

EFFECTIVE DATE: 11-11-79

WG-4	5.54	5.78	6.01	6.24	6.48
WG-5	5.98	6.23	6.48	6.73	6.98
WG-6	6.53	6.81	7.09	7.37	7.65
WG-7	7.08	7.38	7.68	7.98	8.28
WG-8	7.64	7.96	8.28	8.60	8.92
WG-9	8.20	8.54	8.88	9.22	9.56
WG-10	8.76	9.13	9.50	9.87	10.24
WG-11	9.31	9.71	10.11	10.51	10.91
WG-12	9.83	10.24	10.65	11.06	11.47
WG-13	10.32	10.76	11.20	11.62	12.06

EFFECTIVE DATE: 11-09-80

*These rate schedules have been developed solely for use in the grade and pay retention examples in Book 536. They are not to be used for any other purpose.

	1	2	3	4	5
WG-4	5.87	6.13	6.39	6.65	6.91
WG-5	6.34	6.60	6.86	7.12	7.38
WG-6	6.92	7.22	7.52	7.82	8.12
WG-7	7.50	7.82	8.14	8.46	8.78
WG-8	8.10	8.44	8.78	9.12	9.46
WG-9	8.69	9.05	9.41	9.77	10.13
WG-10	9.29	9.68	10.06	10.45	10.84
WG-11	9.87	10.29	10.71	11.13	11.55
WG-12	10.42	10.85	11.28	11.71	12.14
WG-13	10.94	11.41	11.88	12.35	12.82

EFFECTIVE DATE: 11-08-81

Book 550

Pay Administration (General)

Contents

SUBCHAPTER S1. Premium Pay

S1—1. Introduction
S1—2. Coverage
S1—3. Overtime Pay
S1—4. Night Pay
S1—5. Holiday Pay
S1—6. Regularly Scheduled Standby Duty Pay
S1—7. Pay for Administratively Uncontrollable Work
S1—8. General Requirements for Regularly Scheduled Standby Duty Pay and Pay for Administratively Uncontrollable Work
S1—9. Existing Aggregate Rates
S1—10. Pay for Sunday Work

SUBCHAPTER S2. Lump-Sum Payments for Annual Leave

S2—1. Statutory Provisions
S2—2. Entitlement
S2—3. Computation of Payment
S2—4. Refunds
S2—5. Federal Income Tax Withholding

SUBCHAPTER S3. Allotments and Assignments of Pay

S3—1. Legal Basis
S3—2. Definitions
S3—3. Authorization
S3—4. Allotments Permitted
S3—5. Limitations on Allotments
S3—6. Discontinuance
S3—7. Fees for Service
S3—8. Allotments for Payment of Dues to Labor Organizations and Associations of Management Officials or Supervisors
S3—9. Allotments for Charitable Contributions to Combined Federal Campaigns

SUBCHAPTER S4. Payments During an Evacuation

S4—1. Legal Authority
S4—2. General Provisions
S4—3. Departmental Regulations
S4—4. Payment to Employees of Other Departments

SUBCHAPTER S5. Pay From More Than One Position

- S5—1. Introduction
- S5—2. Definitions
- S5—3. General
- S5—4. Statutory Exemptions
- S5—5. Exceptions in Emergencies
- S5—6. Other General Exceptions
- S5—7. Exceptions in Other Circumstances

SUBCHAPTER S6. ◆ (Reserved) ◆

★★★

SUBCHAPTER S7. Severance Pay

- S7—1. Introduction
- S7—2. Definitions
- S7—3. Coverage
- S7—4. Basic Entitlement
- S7—5. Computation of Severance Pay
- S7—6. Payment of Severance Pay
- S7—7. Recredit of Service
- S7—8. Service With County Committees
- S7—9. Limitations of Uses of Severance Pay
- S7—10. Recording

SUBCHAPTER S8. Backpay

- S8—1. Introduction
- S8—2. Coverage
- S8—3. Definitions
- S8—4. Determining Entitlement to Backpay
- S8—5. Methods of Correcting Unjustified or Unwarranted Personnel Actions
- S8—6. Claims for Backpay
- S8—7. Authorized Deductions
- S8—8. Restoration of Leave
- S8—9. Health Benefits and Life Insurance
- S8—10. Payment of Reasonable Attorney Fees
- S8—11. Backpay and Attorney Fees in Cases Involving an Allegation of Discrimination

SUBCHAPTER S9. Pay for Irregular or Intermittent Duty Involving Physical Hardship or Hazard

- S9—1. Introduction
- S9—2. Coverage
- S9—3. Definitions
- S9—4. Establishing Hazard Differential
- S9—5. Authorization To Pay a Hazard Differential

S9—6. Payment of Hazard Differential
S9—7. Limitations on Uses of Hazard Differential
S9—8. Schedule of Irregular or Intermittent Duties

APPENDIX A. Advance Payments and Evacuation Payments—Agency Regulations

APPENDIX B. Agencies Having Approved Agency Regulations for Advance and Evacuation Payments Under Section 5527 of Title 5, United States Code, and Executive Order 10982

APPENDIX C. Payroll Withholding Authorization Forms

APPENDIX D. Agency Severance—Summary of Payment Responsibility

APPENDIX E. Background Information on Appendix A to Part 550.

APPENDIX F. Severance Pay Computation—Service and Age Factor Tables

APPENDIX G. Decisions of the Comptroller General Affecting Lump-Sum Payments for, or Transfer of, Annual Leave

APPENDIX H. Relationship Between Agency Established Work Schedules Under Book 610 and Employee Premium Pay Entitlements Under Book 550

APPENDIX I. Time Spent in Principal Activities and Preshift/Postshift Activities

Subchapter S1. Premium Pay

S1–1. INTRODUCTION

a. **Introduction.** This subchapter contains pertinent provisions of subchapter V of chapter 55 of title 5, United States Code, relating to premium pay for overtime, night, Sunday, holiday, standby duty, and administratively uncontrollable work. It also contains the related regulations of the Office of Personnel Management. The regulations are issued under the following authority in section 5548 of title 5, United States Code:

"*(a) The Office of Personnel Management may prescribe regulations, subject to the approval of the President, necessary for the administration of this subchapter, except section 5545(d), insofar as this subchapter affects employees in or under an Executive agency.*"

b. **Entitlement.** *Regulation.* "*Entitlement.* A department (and for the purpose of sections 550.141 to 550.164, inclusive, a legislative or judicial agency and the government of the District of Columbia) shall determine an employee's entitlement to premium pay in accordance with subchapter V of chapter 55 of title 5, United States Code, and this subpart." (Section 550.102)

S1–2. COVERAGE

a. **Definitions.** (1) *Law.* "*For the purpose of this subchapter—*

"(1) *'Agency' means—*

"*(A) an Executive agency;*

"*(B) a military department;*

"*(C) an agency in the judicial branch;*

"*(D) the Library of Congress;*

"*(E) the Botanic Garden;*

"*(F) the Office of the Architect of the Capitol; and*

"*(G) the government of the District of Columbia; and*

"(2) *'Employee' means—*

"*(A) an employee in or under an Executive agency;*

"*(B) an individual employed by the government of the District of Columbia; and*

"*(C) an employee in or under the judicial branch, the Library of Congress, the Botanic Garden, and the Office of the Architect of the Capitol, who occupies a position subject to chapter 51 and subchapter III of chapter 53 of this title;*

but does not include—

"*(i) a justice or judge of the United States;*

"*(ii) the head of an agency other than the government of the District of Columbia;*

"*(iii) a teacher, school official, or employee of the Board of Education of the District of Columbia whose pay is fixed under chapter 15 of title 31, District of Columbia Code;*

"*(iv) a member of the Metropolitan Police, the Fire Department of the District of Columbia, the United States Park Police, or the Executive Protection Service;*

"*(v) a student-employee as defined by section 5351 of this title;*

"*(vi) Repealed. Pub. L. 91–375, § 6(c)(16), Aug. 12, 1970, 84 Stat. 776;*

"*(vii) an employee outside the Continental United States or in Alaska who is paid in accordance with local native prevailing wage rates for the area in which employed;*

"*(viii) an employee of the Tennessee Valley Authority;*

"*(ix) an individual to whom section 1291(a) of title 50, appendix, applies;*

"*(x) an employee of a Federal land bank, a Federal intermediate credit bank, or a bank for cooperatives;*

"*(xi) an employee whose pay is fixed and adjusted from time to time in accordance with prevailing rates under subchapter IV of chapter 53 of this title, or by a wage board or similar administrative authority serving the same purpose, except as provided by section 5544 of this title;*

"*(xii) an employee of the Transportation Corps of the Army on a vessel operated by the United States, a vessel employee of the Environmental Science Services Administration, a vessel employee of the Department of the Interior, or a vessel employee of the Panama Canal Commission;*

"(xiii) a 'teacher' or an individual holding a 'teaching position' as defined by section 901 of title 20;

"(xiv) a Foreign Service officer

"(xv) a member of the Senior Foreign Service; or

"(xvi) member of the Senior Executive Service."

(Section 5541 of title 5, United States Code)

(2) *Regulations. "Definitions.* In this subpart:

"(a) 'Department' means an executive agency and a military department as defined by sections 105 and 102 of title 5, United States Code.

"(b) 'Agency' means (1) a department as defined in paragraph (a) of this section, (2) the government of the District of Columbia, and (3) a legislative or judicial agency which has positions that are subject to subchapter V of chapter 55 of title 5, United States Code.

"(c) 'Employee' means an employee to whom this subpart applies.

"(d) 'Head of a department' means the head of a department and, except for the purposes of section 550.101(b)(2) an official who has been delegated authority to act for the head of a department in the matter concerned.

"(e) 'Nightwork' has the meaning given that term in § 550.121, and includes any nightwork performed by an employee as part of his or her regularly scheduled administrative workweek.

"(f) 'Irregular or occasional overtime work' means overtime work that is not part of an employee's regularly scheduled administrative workweek.

"(g) 'Regular overtime work' means overtime work that is part of an employee's regularly scheduled administrative workweek.

"(h) 'Overtime work' has the meaning given that term by paragraphs (a) and (d) of section 550.111, and includes irregular or occasional overtime work and regular overtime work.

"(i) 'Premium pay' means additional pay authorized by subchapter V of chapter 55 of title 5, United States Code, and this subpart for overtime, night, holiday, or Sunday work, and for standby duty or administratively uncontrollable work.

"(j) 'Rate of basic pay' means the rate of pay fixed by law or administrative action for the position held by an employee before any deductions and exclusive of additional pay of any kind.

"(k) 'Tour of duty' means the hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek.

"(l) 'Administrative workweek' means a period of seven consecutive calendar days designated in advance by the head of a department under section 6101(a) of title 5, United States Code.

"(m) 'Basic workweek,' for full-time employees, means the 40-hour workweek established in accordance with section 610.111 of this chapter.

"(n) 'Regularly scheduled administrative workweek,' for a full-time employee, means the period within an administrative workweek, established in accordance with § 610.111 of this chapter, within which the employee is regularly scheduled to work. For a part-time employee, it means the officially prescribed days and hours within an administrative workweek during which the employee is regularly scheduled to work.

"(o) 'Sunday work' means nonovertime work performed by an employee during a regularly scheduled daily tour of duty when any part of that daily tour of duty is on a Sunday.

"(p) 'Regularly scheduled' work means work that is scheduled in advance of an administrative workweek under an agency's procedures for establishing workweeks in accordance with § 610.111 of this chapter.

"(q) 'Holiday work' means nonovertime work performed by an employee during a regularly scheduled daily tour of duty on a holiday designated in accordance with § 610.202 of this chapter." (Section 550.103)

b. **General.** *Regulations. "Coverage and exemptions.*

"(a) *'Employees to whom this subpart applies.'* (1) This subpart applies to each employee in or under an executive agency as defined by section 105 of title 5, United States Code, except those named in paragraph (b) of this section.

"(2) The sections in this subpart incorporating special provisions for certain types of work (section 550.141 to 550.164, inclusive) apply also to each employee of the judicial branch, legislative branch, and the government of the District of Columbia who is subject to subchapter V of chapter 55 of title 5, United States Code.

"(b) *'Employees to whom this subpart does not apply.'* This subpart does not apply to:

"(1) An elected official;

"(2) The head of a department;

"(3) Reserved;

"(4) An employee whose pay is fixed and adjusted from time to time in accordance with prevailing rates under subchapter IV of chapter 53 of title 5, United States Code, or by a wage board or similar administrative authority serving the same purpose except that § 550.113(d) is applicable to such an employee whose rate of basic pay is fixed on an annual or monthly basis;

"(5) An employee outside the continental United States or in Alaska who is paid in accordance with local prevailing wage rates for the area in which employed;

"(6) An employee of the Tennessee Valley Authority;

"(7) An employee of the Central Intelligence Agency (sec. 10, 63 Stat. 212, as amended; 50 U.S.C. 403j);

"(8) A seaman to whom section 1(a) of the Act of March 24, 1943 (57 Stat. 45; 50 U.S.C. App. 1291(a)) applies;

"(9) A member of the United States Park Police or the United States Secret Service Uniformed Division;

"(10) An officer or member of the crew of a vessel, whose pay is fixed and adjusted from time to time as nearly as is consistent with the public interest in accordance with prevailing rates and practices in the maritime industry (30 Comp. Gen. 158);

"(11) A civilian keeper of a lighthouse, or a civilian employed on a lightship or another vessel of the Coast Guard (14 U.S.C. 432(f));

"(12) A physician, dentist, nurse, or any other employee in the Department of Medicine and Surgery, Veterans Administration, whose pay is fixed under chapter 73 of title 38, United States Code;

"(13) A student-employee as defined by section 5351 of title 5, United States Code;

"(14) An employee of the Environmental Science Services Administration, engaged in the conduct of meteorological investigations in the Arctic region (62 Stat. 286; 15 U.S.C. 327);

"(15) An employee of a Federal land bank, a Federal intermediate credit bank, or a bank for cooperatives;

"(16) A 'teacher' or an individual holding a 'teaching position' as defined by section 901 of title 20, United States Code;

"(17) A Foreign Service officer or a member of the Senior Foreign Service; or

"(18) A member of the Senior Executive Service.

"(c) *'Services to which this subpart does not apply.'* This subpart does not apply to overtime, night, or holiday services for which additional pay is provided by the Act of:

"(1) February 13, 1911, as amended (36 Stat. 899, as amended; 19 U.S.C. 261, 267), involving inspectors, store-keepers, weighers, and other customs officers and employees;

"(2) July 24, 1919 (41 Stat. 241; 7 U.S.C. 394), involving employees engaged in enforcement of the Meat Inspection Act;

"(3) June 17, 1930, as amended; (46 Stat. 715, as amended; 19 U.S.C. 1450, 1451, 1452), involving customs officers and employees;

"(4) March 2, 1931 (46 Stat. 1467; 8 U.S.C. 1353a), involving inspectors and employees, Immigration and Naturalization Service;

"(5) May 27, 1936, as amended (49 Stat. 1380, as amended; 46 U.S.C. 382b) involving local inspectors of steam vessels and assistants, U.S. shipping commissioners, deputies, and assistants, and customs officers and employees;

"(6) March 23, 1941 (55 Stat. 46; 47 U.S.C. 154(f)(3)), involving certain engineers of the Federal Communications Commission;

"(7) June 3, 1944 (58 Stat. 269; 19 U.S.C. 1451a) involving customs officers and employees;

"(8) August 4, 1949 (63 Stat. 495; 7 U.S.C. 349a), involving employees of the Bureau of Animal Industry who work at establishments which prepare virus serum, toxin, and analogous products for use in the treatment of domestic animals; or

"(9) August 28, 1950 (64 Stat. 561; 7 U.S.C. 2260), involving employees of the Department of Agriculture performing inspector or quarantine services relating to imports into and exports from the United States." (Section 550.101)

c. **Maximum limitations.** (1) *Law. "An employee may be paid premium pay under section 5542, 5545(a)—(c), and 5546(a), (b) of this title only to the extent that the payment does not cause his aggregate rate of pay for any pay period to exceed the maximum rate for GS-15." (Section 5547 of title 5, United States Code)*

(2) *Regulation. "Maximum limitation.* An employee may be paid premium pay under this subpart only to the extent that the payment does not cause his aggregate rate of pay for any pay period to exceed the maximum rate for GS-15." (Section 550.105)

d. **Pay computation.** *Law. "(b) For pay computation purposes affecting an employee, the annual rate of basic pay established by or under statute is deemed payment for employment during 52 basic administrative workweeks of 40 hours. When it is necessary for computation of pay under this subsection to convert an annual rate of basic pay to a basic hourly, daily, weekly, or biweekly rate, the following rules govern:*

"(1) To derive an hourly rate, divide the annual rate by 2,080.

"(2) To derive a daily rate, multiply the hourly rate by the number of daily hours of service required.

"(3) To derive a weekly or biweekly rate, multiply the hourly rate by 40 or 80, as the case may be. Rates are computed to the nearest cent, counting one-half and over as a whole cent. . . ." (Section 5504 of title 5, United States Code)

S1-3. OVERTIME PAY

a. **Authorization.** (1) *Law. "(a) For full-time, part-time and intermittent tours of duty, hours of work officially ordered or approved in excess of 40 hours in an administrative workweek, or (with the exception of an employee engaged in professional or technical engineering or scientific activities for whom the first 40 hours of duty in an administrative workweek is the basic workweek and an employee whose basic pay exceeds the minimum rate for GS-10 for whom the first 40 hours of duty in an administrative workweek is the basic workweek) in excess of eight hours in a day, performed by an employee are overtime work and shall be paid for, except as otherwise provided by this subchapter, at the following rates:*

"(1) for an employee whose basic pay is at a rate which does not exceed the minimum rate of basic pay for GS-10, the overtime hourly rate of pay is an amount equal to one and one-half times the hourly rate of basic pay of the employee, and all that amount is premium pay.

"(2) For an employee whose basic pay is at a rate which exceeds the minimum rate of basic pay for GS-10, the overtime hourly rate of pay is an amount equal to one and one-half times the hourly rate of the minimum rate of basic pay for GS-10, and all that amount is premium pay.

"(3) Notwithstanding paragraphs (1) and (2) of this subsection for an employee of the Department of Transportation who occupies a nonmanagerial position in GS-14 or under and, as determined by the Secretary of Transportation,

"(A) the duties of which are critical to the immediate daily operation of the air traffic control system, directly affect aviation safety, and involve physical or mental strain or hardship;

"(B) in which overtime work is therefore unusually taxing; and

"(C) in which operating requirements cannot be met without substantial overtime work;

the overtime hourly rate of pay is an amount equal to one and one-half times the hourly rate of basic pay of the employee, and all that amount is premium pay." (Section 5542 of title 5, United States Code)

(2) *Regulation. "Authorization of overtime pay.* (a) Except as provided by paragraph (d) of this section, overtime work means work in excess of eight hours in a day or in excess of 40 hours in an administrative workweek that is:

"(1) Officially ordered or approved; and

"(2) Performed by an employee.

"Hours of work in excess of eight hours in a day are not included in computing hours of work in excess of 40 hours in an administrative workweek.

"(b) Except as otherwise provided in this subpart, a department shall pay for overtime work at the rates provided in section 550.113.

"(c) Overtime work in excess of any included in a regularly scheduled administrative workweek may be ordered or approved only in writing by an officer or employee to whom this authority has been specifically delegated.

"(d) For an employee for whom the first 40 hours of duty in an administrative workweek is his basic workweek under section 610.111(b) of this chapter, overtime work means work in excess of 40 hours in an administrative workweek that is:

(1) Officially ordered or approved, and

(2) Performed by an employee

when the employee's basic pay exceeds the minimum rate for GS-10 or when the employee is engaged in professional or technical engineering or scientific activities. For purposes of this section and section 5542(a) of title 5, United States Code, an employee is engaged in professional or technical engineering or scientific activities when he is assigned to perform the duties of a professional or support technician position in the physical, mathematical, natural, medical, or social sciences or engineering or architecture.

"(e) Notwithstanding paragraphs (a) and (d) of this section, when an employee's basic workweek includes a daily tour of duty of more than eight hours and his hourly rate of basic pay exceeds the hourly rate of overtime pay provided by section 550.113, the department shall pay him at his basic rate of pay for each hour of his daily tour of duty within his basic workweek." (Section 550.111)

b. **Overtime work.** (1) *General. Regulation. "Computation of overtime work.* The computation of the amount of overtime work of an employee is subject to the following conditions:

♦ "(a) *Time Spent in Principal Activities.* Principal activities are the activities that an employee is employed to perform. They are the activities that an employee performs during his or her regularly scheduled administrative workweek (including regular overtime work) and activities performed by an employee during periods of irregular or occasional overtime work authorized under § 550.111. Overtime work in principal activities shall be credited as follows:

(1) An employee shall be compensated for every minute of regular overtime work.

(2) A quarter of an hour shall be the largest fraction of an hour used for crediting irregular or occasional overtime work under this subpart. When irregular or occasional overtime work is performed in other than the full fraction, odd minutes shall be rounded up or rounded down to the nearest full fraction of an hour used to credit overtime work.

"(b) *Time Spent in Preshift or Postshift Activities*. A preshift activity is a preparatory activity that an employee performs prior to the commencement of his or her principal activities, and a postshift activity is a concluding activity that an employee performs after the completion of his or her principal activities. Such activities are not principal activities as defined in paragraph (a) of this section.

(1)(i) If the head of a department reasonably determines that a preshift or postshift activity is closely related to an employee's principal activities, and is indispensable to the performance of the principal activities, and that the total time spent in that activity is more than 10 minutes per daily tour of duty, he or she shall credit all the time spent in that activity, including the 10 minutes, as hours of work.

(ii) If the time spent in a preshift or postshift activity is compensable as hours of work, the head of the department shall schedule the time period for the employee to perform that activity. An employee shall be credited with the actual time spent in that activity during the time period scheduled by the head of the department. In no case shall the time credited for the performance of an activity exceed the time scheduled by the head of the department. If the time period scheduled by the head of the department for the performance of a preshift or postshift activity is outside the employee's daily tour of duty, the employee shall be credited with the time spent performing that activity in accordance with paragraph (a)(2) of this section.

(2) A preshift or postshift activity that is not closely related to the performance of the principal activities is considered a preliminary or postliminary activity. Time spent in preliminary or postliminary activities is excluded from hours of work and is not compensable, even if it occurs between periods of activity that are compensable as hours of work." (Section 550.112)

NOTE: Detailed instructions for the treatment of time spent in principal activities and time spent in preshift/postshift activities are contained in Appendix I. ◆

"(c) *Leave with pay*. An employee's absence from duty on authorized leave with pay under subchapter I of chapter 63 of title 5, United States Code, during the time when he would otherwise have been required to be on duty during a basic workweek (including authorized absence on a legal holiday, on a nonworkday established by Executive or administrative order, and on compensatory time off as provided in section 550.114) is deemed employment and does not reduce the amount of overtime pay to which the employee is entitled during an administrative workweek. Leave of absence with pay under subchapter I of chapter 63 of title 5, United States Code, is charged only for an absence that occurs during a basic workweek.

"(d) *Leave without pay*. (1) For a period of leave without pay in an employee's basic workweek, an equal period of service performed outside the basic workweek, but in the same administrative workweek, shall be substituted and paid for at the rate applicable to his basic workweek before any remaining period of service may be paid for at the overtime rate on the basis of exceeding 40 hours in a workweek.

"(2) For a period of leave without pay in an employee's daily tour of duty, an equal period of service performed outside the daily tour, but in the same workday, shall be substituted and paid for at the rate applicable to his daily tour of duty before any remaining period of service may be paid for at the overtime rate on the basis of exceeding eight hours in a workday.

"(e) *Absence during overtime periods*. Except as provided by paragraph (a) of this section, as expressly authorized by statute, or to the extent authorized while the employee is in a travel status, a period is counted as overtime work only when the employee actually performs work during the period or is taking compensatory time off as provided in section 550.114.

"(f) *Night, Sunday, or holiday work*. Hours of night, Sunday, or holiday work are included in determining for overtime pay purposes the total number of hours of work in an administrative workweek." (Section 550.112)

(2) *Time in travel status*. (a) *Law*. "(b) *For the purpose of this subchapter—*

"(1) time spent in a travel status away from the official duty station of an employee is not hours of employment unless—

"(A) that time spent is within the days and hours of the regularly scheduled administrative workweek of the

employee, including regularly scheduled overtime hours; or

"*(B) the travel (i) involves the performance of work while traveling, (ii) is incident to travel that involves the performance of work while traveling, (iii) is carried out under arduous conditions, or (iv) results from an event which could not be scheduled or controlled administratively.*" (Section 5542 of title 5, United States Code)

(b) *Regulation.* "(g) *Time in travel status.* Time in travel status away from the official duty station of an employee is deemed employment only when:

"(1) It is within his regularly scheduled administrative workweek, including regular overtime work; or

"(2) The travel (i) involves the performance of actual work while traveling, (ii) is incident to travel that involves the performance of work while traveling, (iii) is carried out under such arduous and unusual conditions that the travel is inseparable from work, or (iv) results from an event which could not be scheduled or controlled administratively." (Section 550.112)

(c) Time in travel status. (i) *General.*

—In its report on the Federal Salary Act of 1967 (Public Law 90–206), the Senate Committee on Post Office and Civil Service stated its philosophy on the changes in the law relating to time in a travel status as follows:

> ". . . An employee should not be required to travel on his off day in order to be at work at a temporary duty station early Monday morning to attend a meeting. It is an imposition upon his private life that should not be made. Nevertheless, pay for travel status should not be made so attractive that employees would seek to travel on their off days in order to receive overtime pay. Proper scheduling and administrative planning is the answer to the problems of travel pay in many cases. *When emergencies occur or when events cannot be controlled realistically by those in authority, traveltime must be paid for.*" (Emphasis supplied)

—Thus, it is apparent that it was the intent of Congress that whenever possible an employee's travel should be scheduled within his regularly scheduled work hours. It was recognized that situations will develop when the employee will be required to travel away from his official duty station outside his regularly scheduled work hours; when this travel is performed under one of the four conditions in section 550.112(e) of OPM's regulations, it is *hours of employment* for pay purposes. When the travel is not performed under one of the four conditions in section 550.112(e), it is not *hours of employment* and the reasons for requiring the travel must be recorded (see book 610, subchapter S1.)

—With the congressional intent in mind each agency should develop the necessary administrative procedures and guidelines to insure that its officials comply with the statutory and regulatory requirements and intent in scheduling travel as well as in requiring an employee to travel within his regularly scheduled work hours.

(ii) *Administrative considerations.*

—Although time in a travel status away from an employee's official duty station may meet the conditions in the regulations for being considered as hours of employment, it is not payable as overtime unless travel outside regularly scheduled duty hours is officially ordered or approved. Thus, to be payable as overtime, the appropriate official must require the employee to travel outside his regularly scheduled work hours under one of the qualifying conditions, or after the travel is performed he must approve the time of travel. To this extent time in a travel status is no different than other overtime hours.

—It is to be noted that if the hours in a travel status are those for which overtime pay is warranted, it may be appropriate to pay the employee by means of compensatory time off. Thus, an agency may be able to keep its out-of-pocket travel time cost increases to a minimum by the appropriate use of compensatory time.

(iii) *Time in travel status away from the official duty station.*

—Before considering the various conditions under which travel is considered hours of work, it is well to consider when an employee's time in travel status begins, and what is meant by (1) official duty station, and (2) travel status.

—By official duty station we mean the employee's designated post of duty, the limits of which will be the corporate limits of the city or town in which the employee is stationed, but if not stationed in an incorporated city or town, the official duty station is the reservation, station, or established area, or, for large reservations, the established subdivision thereof, having definite boundaries within which the designated post of duty is located. This use is the same use this term as in the Standardized Government Travel Regulations.

—In determining the amount of time in a travel status which would be included as hours of employment, an employee is considered to be in a travel status only for those hours actually spent traveling between his official duty station and his point of destination, or between two temporary duty points, and for usual waiting time which interrupts the travel.

—Generally, when traveling by means of a common carrier, time in travel status begins with the scheduled time of departure from the common carrier terminal, and ends upon arrival at the common carrier terminal located at the point of destination. Thus, travel from station, wharf, or other common carrier terminal to either place of business or residence (including temporary place of business or residence) and from either place of business or residence to station, wharf, or other common terminal is not considered time in travel status. An exception to this rule is when the employee must spend one hour or more in travel between the common carrier terminal and place of business or residence; then the entire time spent traveling between the carrier terminal and place of business or residence (i.e., actual time spent traveling, exclusive of waiting time at terminal prior to scheduled departure time) is considered hours of employment.

—When an employee travels by automobile, time spent in transit between residence and place of business may not be regarded as time spent in travel status away from the official duty station. The time in travel status begins with departure from the employee's place of business or headquarters, and ends with arrival at the point of destination. When the employee travels from his residence directly to the point of destination, the time consumed will be considered time spent in travel status away from the official duty station; however, the estimated travel time from the employee's place of business to the point of destination must be regarded as the maximum limitation upon travel time which is payable under the law and OPM's regulations. (See 41 Comp. Gen. 82.)

—When an employee for personal reasons, such as an aversion to flying, does not use the mode of transportation selected by the agency, or for his own convenience travels by an indirect route or interrupts travel, the employee will be considered to be in a travel status only for the estimated time which would be spent in traveling to the point of destination by the mode of transportation selected by the agency.

(iv) *Conditions under which travel is considered hours of work.*

—Travel which occurs within the employee's regularly scheduled hours of work, and travel which involves the performance of work or which is carried out under such arduous and unusual conditions that it is inseparable from work, are not new conditions under which travel is considered hours of employment. Generally, the travel or transportation conditions must be viewed in the light of particular circumstances under which the travel is required. However, the Comptroller General, in a number of decisions, has established certain guides.

—Thus, travel under arduous conditions would include travel over unusually adverse terrain, during severe weather conditions, or to remote, barely accessible facilities by foot, horseback, or a truck. Travel by automobile over a hard surfaced road when no unusually adverse weather conditions are encountered, or travel by rail would not normally constitute travel under arduous conditions. In addition, the time of travel (whether to be performed during day or night) or distance traveled, is not ordinarily considered in determining whether the travel is performed under arduous conditions. A distinction should also be drawn between arduous conditions and hazardous conditions, keeping in mind that the latter may contribute to the former. (See 28 Comp. Gen. 547; 41 id 82.)

—Travel which involves the performance of work while traveling generally means, within the statute and OPM's regulations, work which can only be performed while traveling (such as monitoring communications or signal devices used in air or rail traffic or escorting a prisoner to a distant prison). On the other hand, when an agency requires an employee to perform work while traveling, the time spent performing the work is work even though it is the kind of work that would ordinarily be performed at the employee's place of business. In this latter situation, the criteria used in determining whether or not the work was required to be performed while traveling will be that which is used in determining whether or not overtime work is officially ordered or approved. Pay, if warranted, will be limited to time actually spent working.

—Travel which "is incident to travel that involves the performance of work while traveling" is a new condition under which travel is considered to be hours of employment. An employee generally will be in this situation when he is on a "deadhead" trip, either traveling to a destination to board a means of transportation upon which he will be performing work while traveling, or, having performed work while traveling, returning to his official duty station. Entitlement under this condition is limited to the situation where the work performed while traveling is work which can only be performed while traveling. It should be noted that the travel still must meet the requirement of being "away from the official duty station" to be considered hours of employment. (See Comptroller General decision B–163608, April 29, 1968.) An example of travel of this type is a truck driver deadheading to a point of pickup of a truck to be driven to another destination. An example of travel not meeting this condition would be travel by an employee *to a point* to hold a hearing even though he is required to review the transcript during his return trip (which would be payable as overtime work) since this is not the kind of work which can only be performed while traveling.

—Travel which results from an event which cannot be scheduled or controlled administratively is also a new condition under which travel is considered hours of work. The phrase "could not be scheduled or controlled administratively" refers to the ability of an executive agency (as defined in section 105 of title 5, United States Code) and the government of the District of Columbia to control the event which necessitates an employee's travel. The control is assumed to be the agency's whether the agency has sole control, or the control is achieved through a group of agencies acting in concert, such as a training program or conference sponsored by a group of Federal agencies, or sponsored by one in the interest of all, or through several agencies participating in an activity of mutual concern, such as an agency hearing on an aircraft accident.

—For example, training courses throughout the country generally are scheduled to start at the beginning of the workweek, and usually start at 9 a.m. daily. Attendance at training centers located away from an employee's duty station, therefore, usually will require the employee to travel outside his normal work hours. Since the agency which is conducting the training course can schedule the hours of training, the training course is an event which can be scheduled or controlled administratively; and employees who attend the course will not be paid for time in travel status regardless of whether employed by the agency conducting the training course or another agency.

—On the other hand, travel will be considered hours of work when it results from unforeseen circumstances (e.g., a breakdown of equipment) or from an event which is scheduled or controlled by someone or some organization outside of Government. (See Comptroller General decision B–163654, April 19, 1968.)

Examples

The following additional examples are given as an aid in applying section 550.112(e) to travel which results from an event which cannot be scheduled or controlled administratively.

Case No. 1:

A recruiter-interviewer, stationed in New York City, is notified by Cornell University in Ithaca, N.Y., that it has facilities available for conducting interviews on Monday and Tuesday of a given week. Interviews have been scheduled for him by the university to begin at 8 a.m. and end at 2 p.m. Tuesday.

The only flights to Ithaca from the New York City area depart Newark Airport daily at 9 a.m. and 5 p.m. Flights depart Ithaca for New York City at 8 a.m. and 7 p.m. daily. The flight time between New York City and Ithaca (in either direction) is one hour. Travel between Ithaca and New York City by means of automobile, bus, or train will exceed six hours in every case. It will take the employee one hour to reach Newark Airport from his residence, a distance of 30 miles; and, upon arriving at Ithaca, it will take him one-half hour to reach his motel, a distance of 10 miles.

Determination:

Since the interview is scheduled by the university and not the agency, the employee is entitled to overtime payment for the one hour flight time to Ithaca. He is not entitled to overtime pay for the time consumed in traveling to and from the Ithaca airport, but is entitled to overtime for the one hour spent traveling between Newark Airport and his residence. If the employee returns to New York City on Tuesday night he will not be entitled to overtime pay unless his presence in New York is required by an event which cannot be controlled or scheduled administratively, as provided in the Comptroller General decision B–163654, April 19, 1968.

Case No. 2:

A poultry inspector completes his 8-hour regular tour of duty at a poultry plant. Due to the emergency absence of an employee at another plant, he is ordered to report for relief duty at that plant which is one hour's distance by car. He drives to the second plant, works two hours there, and spends one-half hour driving home.

Determination:

The Consumer and Marketing Service is required by law to furnish inspection service at all times when a poultry plant is in operation. Because of the emergency absence of another employee, scheduling the relief duty of the poultry inspector at the second plant is, therefore, not within administrative control of the Consumer and Marketing Service. The poultry inspector is entitled to two hours' overtime for the work performed at the second plant, but will be entitled to overtime pay for the time spent traveling to the second plant only if the second plant is located outside the inspector's official duty station. If the second plant is located outside his official duty station, overtime pay for travel to the inspector's residence will also be governed by Comptroller General decision B–163654, April 19, 1968.

Case No. 3:

The Social Security Administration operates contact stations located away from their district and branch office to provide service to the public. A representative may appear at a contact station on a weekly or monthly basis. The Social Security Administration public service policy requires that all people calling at the contact station be taken care of since many of them may have driven a substantial distance for the service. As a result, the field representative may have to work overtime at the contact station as well as drive back to his official duty station after the normal 8-hour day.

Determination:

Although the number of people calling at a contact station cannot be controlled or scheduled, the contact station hours could be scheduled.

It is only for policy reasons that the Social Security Administration operates the station until all the public is served. The employee is entitled to overtime pay for the actual overtime hours worked, but not for the travel time in returning to his residence.

Case No. 4:

For reasons of economy, an employee is directed to travel by military aircraft, boat, etc., although commercial transportation is available within the employee's regularly scheduled tour of duty.

Determination:

Availability or limitation on travel funds does not constitute an administratively uncontrollable event within the statute or the Commission's regulations, and the hours of travel are not hours of employment.

Case No. 5:

Training courses by private organizations generally are scheduled to start at the beginning of the workweek. Attendance at a training course conducted in a location away from an employee's duty station may require the employee to travel outside his normal work hours.

Determination:

Unless the training course is conducted by a private institution for the benefit of the Government, when a training course is conducted by an institution outside the Government, it is an event which cannot be scheduled or controlled administratively and required travel outside the employee's regular work hours to attend the training course will be considered hours of employment. However, when a training course is conducted by an institution for the benefit of the Government, it is to be assumed that the Government can control the scheduling of the course and therefore the event is under administrative control of the Government.

Thus, when a training course is conducted by a private institution, but not solely for the benefit of the Government, if the course is completed on Thursday, and the employee returns that night, the hours spent traveling will be hours of employment only if he is ordered to return that night and his return is required by an event which could not be scheduled or controlled administratively; if he is permitted the option of returning during his regularly scheduled work hours on Friday, his return on Thursday night will not be payable since he is not officially ordered to return.

On the other hand, if the employee (whose regular hours of work are 8 a.m. to 5 p.m., Monday through Friday) completes the course at 5 p.m. Friday, his travel on either Friday night or Saturday (depending on availability of transportation) will be payable, because, under a decision of the Comptroller General (B–160258, November 21, 1966), he is not entitled to per diem if he should remain until Monday, and thus, his travel time cannot be controlled realistically.

It should be noted here that the provision of 5 U.S.C. 4109(a)(1) which prohibits payment of premium pay to employees during periods of training (except when specifically authorized by OPM) *does not* prevent payment of overtime pay to employees traveling to and from places of training.

Case No. 6:

The Department of Justice sponsors an interagency conference in Chicago on the causes of crime. The conference is scheduled to begin at 9 a.m. Monday morning. The Department of Justice and other participating agencies have employees attending from various points in the United States, and generally the travel involved is performed on Sunday afternoon.

Determination:

An interagency conference of this type would be considered a joint endeavor of the several participating agencies and within their administrative control. Consequently, overtime pay for the travel involved could not be granted by any of the agencies.

(v) *Conditions under which travel is work.*

The above conditions do not apply to work situations involving travel which is an inherent part of, and inseparable from, the work itself. In such events when an agency determines that the travel represents an additional incidental duty directly connected with the performance of a given job, and is therefore considered to be an assigned duty, the time spent in travel is work time and will be payable at regular or overtime rates, as appropriate. (See Comptroller General decisions B–146389, February 1, 1966, and B–163042, May 22, 1968.)

(vi) *Responsibility for scheduling travel.*

Under section 610.123 of OPM's regulations, agencies are delegated to record the reasons for requiring travel outside the workweek, when the travel is not payable under section 550.112(e). Agencies can best determine what officer or official level within the agency is best equipped to determine when travel is required to be performed outside the workweek; generally, this will be the level of authority which orders or approves an employee's overtime work.

(vii) *Conclusion.*

Whenever possible an employee's travel should be scheduled within his regular work hours. However, situations will develop where the employee will be required to travel outside his regular work hours, and that travel takes him away from his official duty station. If the travel meets the criteria for one of the four conditions described above, the travel time will be considered hours of work and payable; if not, the travel time is not payable and the reasons for requiring the travel must be recorded.

(3) *Call-back overtime.* (a) *Law.* *"(b) For the purpose of this subchapter—(1) unscheduled overtime work performed by an employee on a day when work was not scheduled for him, or for which he is required to return to his place of employment, is deemed at least two hours in duration; . . . ."* (Section 5542 of title 5, United States Code)

(b) *Regulation.* "(h) *Call-back overtime work.* Irregular or occasional overtime work performed by an employee on a day when work was not scheduled for him, or for which he is required to return to his place of employment, is deemed at least two hours in duration for the purpose of premium pay, either in money or compensatory time off." (Section 550.112)

c. **Overtime pay.** (1) *Per annum. Regulation. "Computation of overtime pay.* (a) For each employee whose rate of basic pay does not exceed the minimum rate for GS–10 the overtime hourly rate is one and one-half times his hourly rate of basic pay.

"(b) For each employee whose rate of basic pay exceeds the minimum rate for GS–10 the overtime hourly rate is one and one-half times the hourly rate of basic pay at the minimum rate for GS–10.

"(c) An employee is paid for overtime work performed on a Sunday or a holiday at the same rate as for overtime work performed on another day." (Section 550.113)

(2) *Wage system overtime and Sunday rates; computation. (a) Law. "(a) An employee whose pay is fixed and adjusted from time to time in accordance with prevailing rates under section 5343 or 5349 of this title, or by a wage board or similar administrative authority serving the same purpose, is entitled to overtime pay for overtime work in excess of 8 hours a day or 40 hours a week. However, an employee subject to this subsection who regularly is required to remain at or within the confines of his post of duty in excess of 8 hours a day in a standby or on-call status is entitled to overtime pay only for hours of duty, exclusive of eating and sleeping time, in excess of 40 a week. The overtime hourly rate of pay is computed as follows:*

"(1) If the basic rate of pay of the employee is fixed on a basis other than an annual or monthly basis, multiply the basic hourly rate of pay by not less than one and one-half.

"(2) If the basic rate of pay of the employee is fixed on an annual basis, divide the basic annual rate of pay by 2,080, and multiply the quotient by one and one-half.

"(3) If the basic rate of pay of the employee is fixed on a monthly basis, multiply the basic monthly rate of pay by 12 to derive a basic annual rate of pay, divide the basic annual rate of pay by 2,080, and multiply the quotient by one and one-half.

An employee subject to this subsection whose regular work schedule includes an 8-hour period of service a part of which is on Sunday is entitled to additional pay at the rate of 25 percent of his hourly rate of basic pay for each hour of work performed during that 8-hour period of service. Time spent in a travel status away from the official duty station of an employee subject to this subsection is not hours of work unless the travel (i) involves the performance of work while traveling, (ii) is incident to travel that involves the performance of work *while traveling, (iii) is carried out under arduous conditions, or (iv) results from an event which could not be scheduled or controlled administratively.*" (Section 5544 of title 5, United States Code)

(b) *Regulation.* "(d) An employee whose rate of basic pay is fixed on an annual or monthly basis and adjusted from time to time in accordance with prevailing rates by a wage board or similar administrative authority serving the same purpose is entitled to overtime pay in accordance with the provisions of section 5544 of title 5, United States Code. The rate of pay for each hour of overtime work of such an employee is computed as follows:

"(1) If the rate of basic pay of the employee is fixed on an annual basis, divide the rate of basic pay by 2,080 and multiply the quotient by one and one-half; and

"(2) If the rate of basic pay of the employee is fixed on a monthly basis, multiply the rate of basic pay by 12 to derive an annual rate of basic pay, divide the annual rate of basic pay by 2,080 and multiply the quotient by one and one-half. Rates are computed in full cents, counting a fraction of a cent as the next higher cent." (Section 550.113)

(c) *Hours of duty for wage employees.* Section 6101(a) of title 5, United States Code, governs establishment of a workweek for wage employees.

d. **Compensatory time off.** (1) *Law.* "*(a) The head of an agency may—*

"*(1) on request of an employee, grant the employee compensatory time off from his scheduled tour of duty instead of payment for an equal amount of time spent in irregular or occasional overtime work; and*

"*(2) provide that an employee whose rate of basic pay is in excess of the maximum rate of basic pay for GS–10 shall be granted compensatory time off from his scheduled tour of duty equal to the amount of time spent in irregular or occasional overtime work instead of being paid for that work under section 5542 of this title.*" (Section 5543 of title 5, United States Code.)

(2) *Regulation.* "*Compensatory time off for irregular or occasional overtime work.* (a) At the request of an employee, the head of a department may grant him compensatory time off from his tour of duty instead of payment under section 550.113 for an equal amount of irregular or occasional overtime work.

"(b) The head of a department may provide that an employee whose rate of basic pay exceeds the maximum rate of grade GS-10 shall be paid for irregular or occasional overtime work with an equivalent amount of compensatory time off from his tour of duty instead of payment under section 550.113.

"(c) The head of a department may fix a time limit for an employee to request or take compensatory time off and may provide that an employee who fails to take compensatory time off to which he is entitled under paragraph (a) or (b) of this section before the time limit fixed, shall lose his right both to compensatory time off and to overtime pay unless his failure is due to an exigency of the service beyond his control." (Section 550.114)

e. **Relation to agency established work schedules.** A detailed discussion of the relationship between agency established work schedules under book 610 and an employee's entitlement to overtime pay is contained in Appendix H.

S1–4. NIGHT PAY

a. **Authorization.** (1) *Law.* "*(a) Except as provided by subsection (b) of this section, nightwork is regularly scheduled work between the hours of 6 p.m. and 6 a.m., and includes—*

"*(1) periods of absence with pay during these hours due to holidays; and*

"*(2) periods of leave with pay during these hours if the periods of leave with pay during the pay period total less than eight hours.*

Except as otherwise provided by subsection (c) of this section, an employee is entitled to pay for nightwork at his rate of basic pay plus premium pay amounting to 10 percent of that basic rate. This subsection and subsection (b) of this section do not modify section 180 of title 31, or other statute authorizing additional pay for nightwork.

"*(b) The head of an agency may designate a time after 6 p.m. and a time before 6 a.m., as the beginning and end, respectively, of nightwork for the purpose of subsection (a) of this section, at a post outside the United States where the customary hours of business extend into the hours of nightwork provided by subsection (a) of this section.*" (Section 5545 of title 5, United States Code)

(2) *Special exception for District of Columbia Recreation Board.* Public Law 85–383, approved April 23, 1958, in referring to the Recreation Board for the District of Columbia (created by the Act of April 29, 1942), provides that notwithstanding the provisions of section 5545(a) of title 5, United States Code, the Board shall have the power to prescribe regulations governing the payment of night differential for nonregularly scheduled work of its General Schedule employees, when such nonregularly scheduled work is within the employee's basic workweek.

(3) *Regulation. "Authorization of night pay differential.* (a) Except as provided by paragraph (b) of this section, nightwork is regularly scheduled work performed by an employee between the hours of 6 p.m. and 6 a.m. Subject to § 550.122, and except as otherwise provided in this subpart, an employee who performs nightwork is entitled to pay for that work at his or her rate of basic pay plus a night pay differential amounting to 10 percent of his or her rate of basic pay.

"(b) The head of a department may designate a time after 6 p.m. and a time before 6 a.m. as the beginning and end, respectively, of nightwork for the purpose of paragraph (a) of this section, at a post outside the United States where the customary hours of business extend into the hours of nightwork provided by paragraph (a) of this section. Times so designated as the beginning or end of nightwork shall correspond reasonably with the end or beginning, respectively, of the customary hours of business in the locality." (Section 550.121)

b. **Nightwork.** (1) *Regulation. "Computation of night pay differential.* (a) *Absence on holidays or in travel status.* An employee is entitled to a night pay differential for a period when he is excused from nightwork on a holiday or other nonworkday and for night hours of his tour of duty while he is in an official travel status, whether performing actual duty or not.

"(b) *Absence on leave.* An employee is entitled to a night pay differential for a period of paid leave only when the total amount of that leave in a pay period, including both night and day hours, is less than eight hours." (Section 550.122)

(2) *Leave with pay of eight hours or more.* In 36 Comp. Gen. 734, the Comptroller General held that night differential cannot be paid to an employee for *any period of leave* if the aggregate of paid leave taken by such employee during the same period is eight hours or more.

(3) *Regulation.* "(c) Relation to overtime, Sunday, and holiday pay. Night pay differential is in addition to overtime, Sunday, or holiday pay payable under this subpart and it is not included in the rate of basic pay used to compute the overtime, Sunday, or holiday pay.

"(d) *Temporary assignment to a different daily tour of duty.* An employee is entitled to a night pay differential when he or she is temporarily assigned during the administrative workweek to a daily tour of duty that includes nightwork. This temporary change in a daily tour of duty within an employee's regularly scheduled administrative workweek is distinguished from a period of irregular or occasional overtime work in addition to the employee's regularly scheduled administrative workweek." (Section 550.122)

c. **Relation to agency established work schedules.** A detailed discussion of the relationship between agency established work schedules under book 610 and an employee's entitlement to night pay differential is contained in Appendix H.

S1-5. HOLIDAY PAY

a. **Authorization.** (1) *Law. "(b) An employee who performs work on a holiday designated by Federal statute, Executive order, or with respect to an employee of the government of the District of Columbia, by order of the District of Columbia Council, is entitled to pay at the rate of his basic pay plus premium pay at a rate equal to the rate of his basic pay, for that holiday work which is not—*

"(1) in excess of eight hours; or

"(2) overtime work as defined by section 5542(a) of this title.

"(c) An employee who is required to perform any work on a designated holiday is entitled to pay for at least 2 hours of holiday work.

"(d) An employee who performs overtime work as defined by section 5542(a) of this title on a Sunday or a designated holiday is entitled to pay for that overtime work in accordance with section 5542(a) of this title.

"(e) Premium pay under this section is in addition to premium pay which may be due for the same work under section 5545(a) and (b) of this title, providing premium pay for nightwork." (Section 5546 of title 5, United States Code)

(2) *Regulation. "Authorization of pay for holiday work.* (a) Except as otherwise provided in this subpart, an employee who performs holiday work is entitled to pay at his or her rate of basic pay plus premium pay at a rate equal to his or her rate of basic pay for that holiday work that is not in excess of 8 hours.

"(b) An employee is entitled to pay for overtime work on a holiday at the same rate as for overtime work on other days.

"(c) An employee who is assigned to duty on a holiday is entitled to pay for at least two hours of holiday work." (Section 550.131)

b. **Identification of holidays.** Detailed information on identifying holidays and determining when a day is to be treated as a holiday is given in book 610.

c. **Relation to overtime, night, and Sunday pay.** *Regulation. "Relation to overtime, night and Sunday pay.* (a) Premium pay for holiday work is in addition to overtime pay or night pay differential, or premium pay for Sunday work payable under this subpart and is not included in the rate of basic pay used to compute the overtime or night pay differential or premium pay for Sunday work.

"(b) Notwithstanding premium pay for holiday work, the number of hours of holiday work are included in determining for overtime pay purposes the total number of hours of work performed in the administrative workweek in which the holiday occurs.

"(c) The number of regularly scheduled hours of duty on a holiday that fall within an employee's basic workweek on which the employee is excused from duty are part of the basic workweek for overtime pay computation purposes." (Section 550.132)

d. **Relation to agency established work schedules.** A detailed discussion of the relationship between agency established work schedules under book 610 and an employee's entitlement to holiday pay is contained in Appendix H.

S1–6. REGULARLY SCHEDULED STANDBY DUTY PAY

a. **Authorization.** (1) *Law. "(c) The head of an agency, with the approval of the Office of Personnel Management, may provide that—*

"(1) an employee in a position requiring him regularly to remain at, or within the confines of, his station during longer than ordinary periods of duty, a substantial part of which consists of remaining in a standby status rather than performing work, shall receive premium pay for this duty on an annual basis instead of premium pay provided by other provisions of this subchapter, except for irregular, unscheduled overtime duty in excess of his regularly scheduled weekly tour. Premium pay under this paragraph is determined as an appropriate percentage, not in excess of 25 percent, of such part of the rate of basic pay for the position as does not exceed the minimum rate of basic pay for GS–10 (or, for a position described in section 5542(a)(3) of this title, of the basic pay of the position), by taking into consideration the number of hours of actual work required in the position, the number of hours required in a standby status or within the confines of his station, the extent to which the duties of the position are made more onerous by night, Sunday, or holiday work, or by being extended over periods of more than 40 hours a week, and other relevant factors; . . . ." (Section 5545 of title 5, United States Code)

(2) *Regulation. "Authorization of premium pay on an annual basis.* An agency may pay premium pay on an annual basis, instead of the premium pay prescribed in this subpart for regularly scheduled overtime, night, holiday, and Sunday work, to an employee in a position requiring him regularly to remain at, or within the confines of, his station during longer than ordinary periods of duty, a substantial part of which consists of remaining in a standby status rather than performing work. Premium pay under this section is determined as an appropriate percentage, not in excess of 25 percent, of that part of the employee's rate of basic pay which does not exceed the minimum rate of basic pay for GS–10." (Section 550.141)

b. **Restrictions.** *Regulation. "General restrictions.* An agency may pay premium pay under section 550.141 only if that premium pay, over a period appropriate to reflect the full cycle of the employee's duties and the full range of conditions in his position, would be:

"(a) More than the premium pay which would otherwise be payable under this subpart for the hours of actual work customarily required in his position, excluding standby time during which he performs no work; and

"(b) Less than the premium pay which would otherwise be payable under this subpart for the hours of duty required in his position, including standby time during which he performs no work." (Section 550.142)

c. **Requirements.** *Regulation. "Bases for determining positions for which premium pay under section 550.141 is authorized.* (a) The requirement for the type of position referred to in section 550.141 that an employee *regularly remain at, or within the confines of, his station* must meet all the following conditions:

"(1) The requirement must be definite and the employee must be officially ordered to remain at his station. The employee's remaining at his station must not be merely voluntary, desirable, or a result of geographic isolation, or solely because the employee lives on the grounds.

"(2) The hours during which the requirement is operative must be included in the employee's tour of duty. This tour of duty must be established on a regularly recurring basis over a substantial period of time, generally at least a few months. The requirement must not be occasional, irregular, or for a brief period.

"(3) The requirement must be associated with the regularly assigned duties of the employee's job, either as a continuation of his regular work which includes standby time, or as a requirement to stand by at his post to perform his regularly assigned duties if the necessity arises.

"(b) The words *at, or within the confines of, his station*, in section 550.141 mean one of the following:

"(1) At an employee's regular duty station.

"(2) In quarters provided by an agency, which are not the employee's ordinary living quarters, and which are specifically provided for use of personnel required to stand by in readiness to perform actual work when the need arises or when called.

"(3) In an employee's living quarters, when designated by the agency as his duty station and when his whereabouts is narrowly limited and his activities are substantially restricted. This condition exists only during periods when an employee is required to remain at his quarters and is required to hold himself in a state of readiness to answer calls for his services. This limitation on an employee's whereabouts and activities is distinguished from the limitation placed on an employee who is subject to call outside his tour of duty but may leave his quarters provided he arranges for someone else to respond to calls or leaves a telephone number by which he can be reached should his services be required.

"(c) The words *longer than ordinary periods of duty* in section 550.141 mean more than 40 hours a week.

"(d) The words *a substantial part of which consists of remaining in a standby status rather than performing work* in section 550.141 refer to the entire tour of duty. This requirement is met:

"(1) When a substantial part of the entire tour of duty, at least 25 percent, is spent in a standby status which occurs throughout the entire tour;

"(2) If certain hours of the tour of duty are regularly devoted to actual work and others are spent in a standby status, that part of the tour of duty devoted to standing by is at least 25 percent of the entire tour of duty; or

"(3) When an employee has a basic workweek requiring full-time performance of actual work and is required, in addition, to perform standby duty on certain nights, or to perform standby duty on certain days not included in his basic workweek.

"(e) An employee is *in a standby status*, as referred to in section 550.141, only at times when he is not required to perform actual work and is free to eat, sleep, read, listen to the radio, or engage in other similar pursuits. An employee is performing actual work, rather than being in a standby status, when his full attention is devoted to his work, even though the nature of his work does not require constant activity (for example, a guard on duty at his post and a technician continuously observing instruments are engaged in the actual work of their positions). Actual work includes both work performed during regular work periods and work performed when called out during periods ordinarily spent in a standby status." (Section 550.143)

d. **Rates of additional pay.** (1) *Regulation. "Rates of premium pay payable under section 550.141.* (a) An agency may pay the premium pay on an annual basis referred to in section 550.141, to an employee who meets the requirements of that section, at one of the following percentages of that part of the employee's rate of basic pay which does not exceed the minimum rate of basic pay for GS–10:

"(1) A position with a tour of duty of the 24 hours on duty, 24 hours off duty type and with a schedule of: 60 hours a week—5 percent, unless 25 or more hours of actual work is customarily required, in which event—10 percent; 72 hours a week—15 percent, unless 24 or more hours of actual work is customarily required, in which event—20 percent; 84 hours or more a week—25 percent.

"(2) A position with a tour of duty requiring the employee to remain on duty during all daylight hours each day, or for 12 hours each day, or for 24 hours each day, with the employee living at his station during the period of his assignment to his tour, and with a schedule of: five days a week—5 percent, unless 25 or more hours of actual work is customarily required, in which event—10 percent; six days a week—15 percent, unless 30 or more hours of actual work is customarily required, in which event—20 percent; seven days a week—25 percent.

"(3) A position in which the employee has a basic workweek requiring full-time performance of actual work, and is required, in addition, to remain on standby duty: 14 to 18 hours a week on regular workdays, or extending into a nonworkday in continuation of a period of duty within the basic workweek—15 percent; 19 to 27 hours a week on regular workdays, or extending into a nonworkday in continuation of a period of duty within the basic workweek—20 percent; 28 or more hours a week on regular workdays, or extending into a nonworkday in continuation of a period of duty within the basic workweek—25 percent; seven to nine hours on one or more of his regular weekly nonworkdays—15 percent; 10 to 13 hours on one or more of his regular weekly nonworkdays—20 percent; 14 or more hours on one or more of his regular weekly nonworkdays—25 percent.

"(4) When an agency pays an employee one of the rates authorized by subparagraph (1), (2), or (3) of this paragraph, the agency shall increase this rate by adding (i) 2½ percent to the rate when the employee is required to perform Sunday work on an average of 20 to 40 Sundays over a year's period or (ii) 5 percent to the rate when the employee is required to perform Sunday work on an average of 41 or more Sundays over a year's period but the rate thus increased may not exceed 25 percent." (Section 550.144)

(2) *Average of days and hours*. For purposes of this section, the number of days or hours of duty a week may be the number uniformly put in each week, or the average of the number each week over a reasonable cycle. For example, an employee is considered to be on duty 84 hours a week if (a) this is his uniform tour each week, or (b) he is assigned to a regular 2-week cycle of 72 hours one week and 96 hours the next week.

(3) *Adjusting additional annual rates for Sunday work*. An agency may project an employee's scheduled tour of duty over a 2-year period to determine the average number of Sundays the employee will be required to work each year. To determine the number of Sundays an employee will be scheduled to work, include as Sunday work any work which is scheduled to be performed on a Sunday. Thus, an employee is credited with working on a Sunday when his tour of duty begins on a Saturday and ends on Sunday as well as when his tour of duty begins on Sunday and ends on Monday. Once the average number of Sundays the employee will be required to work over a year's period is established, the agency can determine the proper differential to which he is entitled. In this connection it should be noted that the agency is not required to look back to see how many Sundays an employee actually worked during the year's period. Thus, if an employee takes leave or resigns, no refund or other adjustment is necessary.

(4) *Other percentages*. *Regulation*. "(b) If an employee is eligible for premium pay on an annual basis under section 550.141, but none of the percentages in paragraph (a) of this section is applicable, or unusual conditions are present which seem to make the applicable rate unsuitable, the agency may propose a rate of premium pay on an annual basis for OPM's approval. The proposal shall include full information bearing on the employee's tour of duty; the number of hours of actual work required and how it is distributed over the tour of duty; the number of hours in a standby status required and the extent to which the employee's whereabouts and activities are restricted during standby periods; the extent to which the assignment is made more onerous by night, holiday, or Sunday duty or by hours of duty beyond eight in a day, or 40 in a week; and any other pertinent conditions." (Section 550.144)

S1-7. PAY FOR ADMINISTRATIVELY UNCONTROLLABLE WORK

a. **Authorization.** (1) *Law*. "(c) *The head of an agency, with the approval of the Office of Personnel Management, may provide that—*

"*(2) an employee in a position in which the hours of duty cannot be controlled administratively, and which requires substantial amounts of irregular, unscheduled, overtime duty with the employee generally being responsible for recognizing, without supervision, circumstances which require him to remain on duty, shall receive premium pay for this duty on an annual basis instead of premium pay provided by other provisions of this subchapter, except for regularly scheduled overtime, night and Sunday duty, and for holiday duty. Premium pay under this paragraph is determined as an appropriate percentage, not less than 10 percent nor more than 25 percent, of such part of the rate of basic pay for the position as does not exceed the minimum of basic pay for GS-10, by taking into consideration the frequency and duration of irregular unscheduled overtime duty required in the position*." (Section 5545 of title 5, United States Code)

(2) *Regulation*. "*Authorization of premium pay on an annual basis*. An agency may pay premium pay on an annual basis, instead of other premium pay prescribed in this subpart except premium pay for regular overtime work, and work at night, on Sundays, and on holidays, to an employee in a position in which the hours of duty cannot be controlled administratively, and which requires substantial amounts of irregular or occasional overtime work with the employee generally being responsible for recognizing, without supervision, circumstances which require him to remain on duty. Premium pay under this section is determined as an appropriate percentage, not less than 10 percent nor more than 25 percent of that part of the employee's rate of basic pay which does not exceed the minimum rate of basic pay for GS-10." (Section 550.151)

b. **Restriction.** *Regulation*. "*General restrictions*. An agency may pay premium pay under section 550.151 only if that premium pay, over a period appropriate to reflect the full cycle of the employee's duties and the full range of conditions in his position, would be less than the premium pay which would otherwise be payable under this subpart for the hours of duty required in his position, exclusive of regular overtime work." (Section 550.152)

c. **Requirements.** *Regulation. "Bases for determining positions for which premium pay under section 550.151 is authorized.* (a) The requirement in section 550.151 that a position be one in which *the hours of duty cannot be controlled administratively* is inherent in the nature of such a position. A typical example of a position which meets this requirement is that of an investigator of criminal activities whose hours of duty are governed by what criminals do and when they do it. He is often required to perform such duties as shadowing suspects, working incognito among those under suspicion, searching for evidence, meeting informers, making arrests, and interviewing persons having knowledge of criminal or alleged criminal activities. His hours on duty and place of work depend on the behavior of the criminals or suspected criminals and cannot be controlled administratively. In such a situation, the hours of duty cannot be controlled by such administrative devices as hiring additional personnel; rescheduling the hours of duty (which can be done when, for example, a type of work occurs primarily at certain times of the day); or granting compensatory time off duty to offset overtime hours required.

"(b) In order to satisfactorily discharge the duties of a position referred to in section 550.151, an employee is required to perform *substantial amounts of irregular or occasional overtime work. In regard to this requirement:*

"(1) A *substantial amount* of irregular or occasional overtime work means an average of at least three hours a week of that overtime work.

"(2) The irregular or occasional overtime work is a continual requirement, generally averaging more than once a week.

"(3) There must be a definite basis for anticipating that the irregular or occasional overtime work will continue over an appropriate period with a duration and frequency sufficient to meet the requirements under subparagraphs (1) and (2) of this paragraph.

"(c) The words in section 550.151 that an employee is generally *responsible for recognizing, without supervision, circumstances which require him to remain on duty* mean that:

"(1) the responsibility for an employee remaining on duty when required by circumstances must be a definite, official, and special requirement of his position.

"(2) The employee must remain on duty not merely because it is desirable, but because of compelling reasons inherently related to continuance of his duties, and of such a nature that failure to carry on would constitute negligence.

"(3) The requirement that the employee is responsible for *recognizing circumstances* does not include such clear-cut instances as, for example, when an employee must continue working because a relief fails to report as scheduled.

"(d) The words *circumstances which require him to remain on duty* as used in section 550.151 mean that:

"(1) The employee is required to continue on duty in continuation of a full daily tour of duty or that after the end of his regular workday, the employee resumes duty in accordance with a prearranged plan or an awaited event. Performance of only call-back overtime work referred to in section 550.112(f) does not meet this requirement.

"(2) The employee has no choice as to when or where he may perform the work when he remains on duty in continuation of a full daily tour of duty. This differs from a situation in which an employee has the option of taking work home or doing it at the office; or doing it in continuation of his regular hours of duty or later in the evening. It also differs from a situation in which an employee has such latitude in his working hours, as when in a travel status, that he may decide to begin work later in the morning and continue working later at night to better accomplish a given objective." (Section 550.153)

d. **Rate of additional pay.** *Regulation. "Rates of premium pay payable under section 550.151.* "(a) An agency may pay the premium pay on an annual basis referred to in section 550.151 to an employee who meets the requirements of that section, at one of the following percentages of that part of the employee's rate of basic pay which does not exceed the minimum rate of basic pay for GS-10.

"(1) A position which requires an average of at least three but not more than five hours a week of irregular or occasional overtime work—10 percent;

"(2) A position which requires an average of over five but not more than seven hours a week of irregular or occasional overtime work—15 percent;

"(3) A position which requires an average of over seven but not more than nine hours a week of irregular or occasional overtime work—20 percent;

"(4) A position which requires an average of over nine hours a week of irregular or occasional overtime work—25 percent.

"(b) If an agency proposes to pay an employee premium pay on an annual basis under section 550.151 but unusual conditions seem to make the applicable rate in paragraph (a) of this section unsuitable, the agency may propose a rate of premium pay on an annual basis for OPM's approval. The proposal shall include full information bearing on the frequency and duration of the irregular or occasional overtime work required; the nature of the work which prevents hours of duty from being controlled administratively; the necessity for the employee's being generally responsible for recognizing, without supervision, circumstances which require him to remain on duty; and any other pertinent conditions." (Section 550.154)

S1–8. GENERAL REQUIREMENTS FOR REGULARLY SCHEDULED STANDBY DUTY PAY AND PAY FOR ADMINISTRATIVELY UNCONTROLLABLE WORK

a. **Responsibilities of agencies.** *Regulation. "Responsibilities of the agencies.* The head of each agency, or an official who has been delegated authority to act for the head of an agency in the matter concerned, is responsible for:

"(a) Fixing tours of duty; ordering employees to remain at their stations in a standby status; and placing responsibility on employees for remaining on duty when required by circumstances.

"(b) Determining, in accordance with section 5545(c) of title 5, United States Code, and this subpart, which employees shall receive premium pay on an annual basis under section 550.141 or section 550.151. These determinations may not be retroactive.

"(c) Determining the number of hours of actual work to be customarily required in positions involving longer than ordinary periods of duty, a substantial part of which consists of standby duty. This determination shall be based on consideration of the time required by regular, repetitive operations, available records of the time required in the past by other activities, and any other information bearing on the number of hours of actual work which may reasonably be expected to be required in the future.

"(d) Determining the number of hours of irregular or occasional overtime work to be customarily required in positions which require substantial amounts of irregular or occasional overtime work with the employee generally being responsible for recognizing, without supervision, circumstances which require him to remain on duty. This determination shall be based on consideration of available records of the hours of irregular or occasional overtime work required in the past, and any other information bearing on the number of hours of duty which may reasonably be expected to be required in the future.

"(e) Determining the rate of premium pay fixed by OPM under section 550.144 or 550.154 which is applicable to each employee paid under section 550.141 or 550.151; or, if no rate fixed under section 550.144 or 550.154 is considered applicable, proposing a rate of premium pay on an annual basis to OPM.

"(f) Reviewing determinations under paragraphs (b), (c), (d), and (e) of this section at appropriate intervals, and discontinuing payments or revising rates of premium pay on an annual basis in each instance when that action is necessary to meet the requirements of section 5545(c) of title 5, United States Code, and this subpart." (Section 550.161)

b. **Payment provisions.** (1) *Regulation. "Payment provisions.* (a) Except as otherwise provided in this section, an employee's premium pay on an annual basis under section 550.141 or section 550.151 begins on the date that he enters on duty in the position concerned for purposes of basic pay, and ceases on the date that he ceases to be paid basic pay in the position.

"(b) When an employee is in a position in which conditions warranting premium pay on an annual basis under section 550.141 or section 550.151 exist only during a certain period of the year, such as during a given season, an agency may pay the employee premium pay on an annual basis only during the period he is subject to these conditions.

"(c) An agency may continue to pay an employee premium pay on an annual basis under section 550.141 or section 550.151:

"(1) For a period of not more than 10 consecutive prescribed workdays on temporary assignment to other duties in which conditions do not warrant payment of premium pay on an annual basis, and for a total of not more than 30 workdays in a calendar year while on such a temporary assignment.

"(2) For an aggregate period of not more than 60 prescribed workdays on temporary assignment to a formally approved program for advanced training duty directly related to duties for which premium pay on an annual basis is payable.

An agency may not continue to pay an employee premium pay on an annual basis under this paragraph for more than 60 workdays in a calendar year.

"(d) When an employee is not entitled to premium pay on an annual basis under section 550.141, he is entitled to be paid for overtime, night, holiday, and Sunday work in accordance with other sections of this subpart.

"(e) An agency shall continue to pay an employee premium pay on an annual basis under section 550.141 or section 550.151 while he is on leave with pay during a period in which premium pay on an annual basis is payable under paragraphs (a), (b), and (c) of this section." (Section 550.162)

(2) *Holiday absence*. (a) An employee paid additional annual pay under section 5545(c)(1) of title 5, United States Code, and OPM's regulations for regularly scheduled standby duty is charged leave for absence on holidays that fall within his regular tour of duty.

(b) An employee paid additional annual pay under section 5545(c)(2) of title 5, United States Code, and OPM's regulations for administratively uncontrollable work may properly be absent on holidays without charge to leave when circumstances do not require him to be on duty (35 Comp. Gen. 710).

(3) *Lump-sum payment*. Computation of lump-sum payment for an employee paid additional annual pay under section 5545(c) of title 5, United States Code, includes such premium pay to the extent that the employee would have received such premium pay had he remained in the service for the period covered by the lump-sum payment (36 Comp. Gen. 18).

c. **Relationship to other payments.** *Regulation. "Relationship to other payments*. (a) An employee receiving premium pay on an annual basis under section 550.141 may not receive premium pay for regular overtime work or work at night or on a holiday or on Sunday under any other section of this subpart. An agency shall pay the employee in accordance with sections 550.113 and 550.114 for irregular or occasional overtime work in excess of his weekly tour of duty.

"(b) An employee receiving premium pay on an annual basis under section 550.151 may not receive premium pay for irregular or occasional overtime work under any other section of this subpart. An agency shall pay the employee in accordance with other sections of this subpart for regular overtime work, and work at night, on Sundays, and on holidays.

"(c) Overtime, night, holiday, or Sunday work paid under any statute other than subchapter V of chapter 55 of title 5, United States Code, is not a basis for payment of premium pay on an annual basis under section 550.141 or section 550.151.

"(d)(1) Except as provided in subparagraph (2) of this paragraph, premium pay on an annual basis under section 550.141 or section 550.151 is not base pay and is not included in the base used in computing foreign and non-foreign allowances and differentials, or any other benefits or deductions that are computed on base pay alone.

"(2) Premium pay on an annual basis under section 550.141 is base pay for purposes of determining benefits under section 5595(c), section 8114(e), section 8331(3) and section 8704(c) of title 5, United States Code." (Section 550.163)

S1–9. EXISTING AGGREGATE RATES

a. **Regulation.** *"Construction and computation of existing aggregate rates*. (a) Pursuant to section 208(b) of the Act of September 1, 1954 (68 Stat. 1111), nothing in this subpart relating to the payment of premium pay on an annual basis may be construed to decrease the existing aggregate rate of pay of an employee on the rolls of an agency immediately before the date section 5545(c) of title 5, United States Code, is made applicable to him by administrative action." (Section 550.164)

b. **Application to employees.** The saving provision in section 208(b) of the Act of September 1, 1954 (Public Law 763), for employees working longer than ordinary tours of duty which include substantial standby time, is applicable only to those employees who are performing this standby duty immediately prior to the date the agency elects to apply the additional annual provisions to their positions (37 Comp. Gen. 673).

c. **Regulation.** *"Construction and computation of existing aggregate rates*. (b) When it is necessary to determine an employee's existing aggregate rate of pay (referred to in this section as existing aggregate rate), an agency shall determine it on the basis of the earnings the employee would have received over an appropriate period (generally one year) if his tour of duty immediately before the date section 5545(c) of title 5, United States Code, is made applicable to him had remained the same. In making this determination, basic pay and premium pay for overtime, night, holiday, and Sunday work are included in the earnings the employee would have received. Premium pay for irregular or occasional overtime work may be included only if it was of a significant amount in the past and the conditions which required it are expected to continue." (Section 550.164)

d. **Example of formula.** Example of a formula which may be used in determining an existing aggregate rate:

72-hour tour of duty—24 hours on, 24 hours off, including standby time:

Basic annual pay .... ________

Overtime pay (X-hours a pay period, 24 pay periods at overtime rate for pay period) .... ________

Nightwork pay (X-hours a pay period, 24 pay periods at 10 percent of employee's straight-time rate)	______
Holiday premium pay (6 days at employee's straight-time rate)	______
Sunday premium pay (X-Sundays at 25 percent of employee's straight time rate)	______
Existing aggregate rate, on a per annum basis	(Total of above)

Existing aggregate rate per hours of duty—total aggregate rate divided by 3744 (72-hour tour times 52 weeks) = hourly rate. For this tour, which includes the standby duty during which an allowance of eight hours a day is made for sleep and meals, the employee's pay is computed on the basis of two-thirds of the duty hours, or 48 hours a week. In this calculation of overtime and night differential pay, the employee is considered to be on leave 20 days in the year (regardless of individual differences in leave earned or used). Irregular or occasional overtime duty is determined to be negligible. Holiday pay is allowed for six holidays. The employee receives the benefit of Labor Day and Thanksgiving. The employee is required to work on all holidays which fall in his tour of duty, and, because of some overlapping of shifts and the celebration on Monday of holidays falling on Sunday, it is estimated that he works four of the remaining six holidays.

e. **Regulation.** "*Construction and computation of existing aggregate rates*. (c) An agency shall recompute an employee's rate of pay based on premium pay on an annual basis when he receives subsequent increase in his rate of basic pay in order to determine whether or not the employee should continue to receive an existing aggregate rate or be paid premium pay on an annual basis.

"(d) Except as otherwise provided by statute, an agency may not use subsequent increases in an employee's rate of basic pay to redetermine or increase the employee's existing aggregate rate. However, these increases shall be used for other pay purposes, such as the computation of retirement deductions and annuities, payment of overseas allowances and post-differentials, and determination of the highest previous rate under part 531 of this chapter.

"(e) When an agency elects to pay an employee premium pay on an annual basis, he is entitled to continue to receive hourly premium pay properly payable under sections 5542, 5543, 5545(a) and (b), and 5546 of title 5, United States Code, until his base pay plus premium pay on an annual basis equals or exceeds his existing aggregate rate. When this occurs, the agency shall pay the employee his base pay plus premium pay on an annual basis.

"(f) Except when terminated under paragraph (e) of this section, an agency shall continue to pay an employee an existing aggregate rate so long as:

"(1) He remains in a position to which section 550.141, 550.151, or 550.162(c) is applicable;

"(2) His tour of duty does not decrease in length; and

"(3) He continues to perform equivalent night, holiday, and irregular or occasional overtime work.

"(g) If an employee who is entitled to an existing aggregate rate moves from one position to another in the same agency, both of which are within the scope of section 5545(c) of title 5, United States Code, he is entitled to be paid an existing aggregate rate in the new position such as he would have received had he occupied that position when the agency elected to make section 5545(c) applicable to it." (Section 550.164)

S1–10. PAY FOR SUNDAY WORK

a. **Authorization.** (1) *Law*. "*(a) An employee who performs work during a regularly scheduled 8-hour period of service which is not overtime work as defined by section 5542(a) of this title a part of which is performed on Sunday is entitled to pay for the entire period of service at the rate of his basic pay, plus premium pay at a rate equal to 25 percent of his rate of basic pay*." (Section 5546 of title 5, United Code.)

(2) *Regulation*. "*Authorization of pay for Sunday work*. An employee is entitled to pay at his rate of basic pay plus premium pay at a rate equal to 25 percent of his rate of basic pay for each hour of Sunday work which is not overtime work and which is not in excess of eight hours for each regularly scheduled tour of duty which begins or ends on Sunday." (Section 550.171)

(3) *Examples*. The following examples are given as an aid in computing pay for work performed on Sunday:

(i) An employee with a regularly scheduled tour of duty from 8 a.m. to 4:30 p.m., Monday through Friday, is required to work eight hours on Sunday. The employee will not be paid Sunday premium pay for the work on Sunday. He is entitled, however, to premium pay for overtime work for the hours worked on Sunday.

(ii) An employee works a regularly scheduled night shift from 7 p.m. to 3 a.m. the following day. The regularly scheduled tour includes shifts beginning at 7 p.m. Saturday and ending at 3 a.m. Sunday and beginning at 7 p.m. Sunday and ending at 3 a.m. Monday. The employee is entitled to Sunday premium pay for both tours (total 16 hours) the one that begins on Saturday and ends on Sunday and the one that begins on Sunday and ends on Monday. The employee is also entitled to night differential for both tours of duty.

(iii) An employee who works a rotating shift is scheduled to work from midnight Saturday to 8 a.m. Sunday, and, on the same day, from 4 p.m. to midnight Sunday. The employee is entitled to eight hours Sunday premium pay for the first tour, and for eight hours overtime pay for the second tour. The employee is also entitled to a total of 12 hours night differential.

(iv) An employee who works a rotating shift is scheduled to work from 5 p.m. Saturday to 1 a.m. Sunday, and, on the same day, from 9 a.m. Sunday to 5 p.m. Sunday. The employee is entitled to Sunday premium pay for each shift to the extent it does not involve overtime work. In other words, the employee is entitled to Sunday premium pay for the 8-hour shift from 5 p.m. Saturday to 1 a.m. Sunday and for seven hours of the shift beginning 8 a.m. Sunday and ending 5 p.m. Sunday. He is entitled to one hour overtime pay for the tour beginning on Sunday, and seven hours night differential for the tour beginning on Saturday.

b. **Relation to overtime night and holiday pay.** (1) *Law.* "*(e) Premium pay under this section is in addition to premium pay which may be due for the same work under section 5545(a) and (b) of this title, providing premium pay for nightwork.*" (Section 5546 of title 5, United States Code)

(2) *Regulation. "Relation to overtime, night, and holiday pay.* Premium pay for Sunday work is in addition to premium pay for holiday work, overtime pay, or night pay differential payable under this subpart and is not included in the rate of basic pay used to compute the pay for holiday work, overtime pay, or night pay differential." (Section 550.172)

c. **Entitlement.** (1) Part-time employees are not entitled to premium pay for Sunday work, only full-time employees are so entitled; however, a full-time employee whose regularly scheduled tour of duty includes a period of service of less than eight hours any part of which falls between midnight Saturday and midnight Sunday is entitled to premium pay for the number of hours worked not in excess of the number of hours regularly scheduled for the period. (B-159950, October 19, 1966)

(2) When an employee has two separate tours of duty on Sunday (such as a tour of duty that begins on Saturday and ends on Sunday and another tour of duty that begins on Sunday and concludes on Monday), he is entitled to premium pay for Sunday work for not to exceed eight hours for each tour of duty.

d. **Relation to agency established work schedules.** A detailed discussion of the relationship of agency established work schedules under book 610 and an employee's entitlement to Sunday pay is contained in Appendix H.

Subchapter S2. Lump-Sum Payments for Annual Leave

S2–1. STATUTORY PROVISIONS

a. **Lump-sum payment for accumulated and accrued leave on separation.** *Law.* "(*a*) *An employee as defined by section 2105 of this title or an individual employed by the government of the District of Columbia, who is separated from the service or elects to receive a lump-sum payment for leave under section 5552 of this title, is entitled to receive a lump-sum payment for accumulated and current accrued annual or vacation leave to which he is entitled by statute. The lump-sum payment shall equal the pay the employee or individual would have received had he remained in the service until expiration of the period of the annual or vacation leave.* ★★*The lump-sum payment is considered pay for taxation purposes only.*

"(*b*) *The accumulated and current accrued annual leave to which an officer excepted from subchapter I of chapter 63 of this title by section 6301(2)(x)–(xii) of this title, is entitled immediately before the date he is excepted under that section shall be liquidated by a lump-sum payment in accordance with subsection (a) of this section or subchapter VIII of this chapter, except that payment is based on the rate of pay which he was receiving immediately before the date on which section 6301(2)(x)—(xii) of this title became applicable to him.* (Section 5551 of title 5, United States Code)

b. **Lump-sum payment for accumulated and accrued leave on entering active duty; election.** *Law.* "*An employee as defined by section 2105 of this title or an individual employed by a territory or possession of the United States or the government of the District of Columbia who enters on active duty in the armed forces is entitled to—*

"(*1*) *receive, in addition to his pay and allowances from the armed forces, a lump-sum payment for accumulated and current accrued annual or vacation leave in accordance with section 5551 of this title; or*

"(*2*) *elect to have the leave remain to his credit until his return from active duty.*" (Section 5552 of title 5, United States Code)

→c. **Lump-sum payment for restored leave on entering active duty.** "(3) Annual leave restored under paragraph (1) of this subsection, or under clause (2) of 5562(a) of this title, which is in excess of the maximum leave accumulation permitted by law shall be credited to a separate leave account for the employee and shall be available for use by the employee within the time limits prescribed by regulations of the Civil Service Commission. Leave credited under this paragraph but unused and still available to the employee under the regulations prescribed by the Commission shall be included in the lump-sum payment under section 5551 or 5552(1) of this title but may not be retained to the credit of the employee under section 5552(2) of this title." (Section 6304(d)(2) of title 5, United States Code.)←

S2–2. ENTITLEMENT

a. **Lump sum payable.** (1) *Payment to employee who is separated.* An employee who is separated from the service for one or more workdays is paid in a lump sum for all unused annual leave time accrued through the last full pay period before separation. ★★However, if the employee is separated for change from one agency to another, and he is reemployed in a position under a leave system before a lump-sum payment check can be issued by the separating agency, payment is made to the employee for the days he was *not* in the Federal service (less withholding tax) and the remainder of his annual leave is transferred to his credit in the agency in which he is reemployed (34 Comp. Gen. 290). The right to a lump-sum payment vests on the date of separation (33 Comp. Gen. 85); therefore, a lump sum must be paid to an employee for his accumulated annual leave, *unless* the needs and interests of the Government require his retention in an annual leave status. If retention is considered necessary, the employee may continue to earn leave during the period involved, subject to the ruling on completion of full pay periods.★★

(2) *Payment to certain other employees.* An employee is entitled to a lump-sum payment for accumulated and accrued annual leave★★ when he—

(a) transfers to a position not under a leave system to which annual leave may be transferred. (See exception in b(2) below; see also 49 Comp. Gen. 189, extracted in appendix G to this book.)

(b) moves to a position as
  –an intermittent employee for whom there has not been established a regular tour of duty during each administrative workweek;
  –a temporary employee engaged in construction work at hourly rates;
  –an employee of the Senate or House of Representatives; or
  –an employee of any corporation under the supervision of the Farm Credit Administration of which corporation any member of the board of directors is elected or appointed by private interests.

A lump-sum payment is optional with the employee when he enters
  –the Armed Forces (5 U.S.C. 5552); or
  –a position in a public international organization (5 U.S.C. 3582);→except that any leave restored under 5 U.S.C. 6304(d)(1) may not be retained, but must be liquidated by lump-sum payment immediately.

A lump-sum payment is also optional when an employee, in a missing status on or after January 1, 1965, forfeited leave accrued on or after January 1, 1965, because he was unable to use that leave because of his missing status. In this situation, the employee must elect in writing, within 90 days from December 14, 1973, or from the date his missing status is terminated, whichever is later, whether he wishes a lump-sum payment for the restored leave or to have such leave credited to a separate leave account. If he elects a lump-sum payment, it shall be computed at his rate of pay in effect at the time the leave was forfeited. (5 U.S.C. 5562(a).)←

(3) *Payment to beneficiary.* Annual leave to the credit of an employee at the time of his death, accumulated and accrued, shall be paid for in a lump sum to his designated beneficiary or in the established order of precedence if he has not designated a beneficiary (5 U.S.C. 5581 and 5582).

b. **Lump sum not payable.** (1) *General.* A lump-sum payment may not be made to an employee for accumulated annual leave—

(a) When he transfers to a position to which annual leave is transferable. When transfer of leave between different leave systems is possible, an employee may transfer all of the accumulated and currently accrued annual leave to his credit. (See 48 Comp. Gen. 212 extracted in appendix G to this book.)

(b) When a student trainee is intermittently employed between full-time tours of duty (37 Comp. Gen. 523).

(2) *Exempted officers.* A lump-sum payment for annual leave may not be made when an employee transfers without a break in service to a position excepted from subchapter I of chapter 63 of title 5, United States Code, by section 6301(2)(x)-(xii) thereof (see 38 Comp. Gen. 386; 40 *id.* 164). The accumulated and accrued annual leave of such an individual (including leave recredited because of lump-sum refund required by 5 U.S.C. 6306(b)) is merely held in abeyance, for recredit should he subsequently be reemployed without a break in service in a position subject to the leave provisions (see 5 U.S.C. 6302(e)) or for liquidation by lump-sum payment under provisions of 5 U.S.C. 5551(b) should separation or death occur. In the latter case, although the payment itself is at the salary rate in effect as of the date the leave was placed in abeyance, the time period over which it is projected is that immediately following separation from service.→However, if the employee has any leave in a separate

account restored under 5 U.S.C. 6304(d)(1), it shall be liquidated by lump-sum payment immediately upon transfer to the excepted position.←

(3) *PHS officers*. Members of the Commissioned Corps of the Public Health Service are exempted from the law while serving as officers of the corps. However, lump sums are not payable when they transfer from other civilian positions to serve as commissioned officers in the corps, and the leave accounts must be transferred on an adjusted basis (34 Comp. Gen. 287).

S2–3. COMPUTATION OF PAYMENT

a. **General rule**. The lump-sum payment for annual leave is to be computed on the basis of an employee's rights at the time of separation under all applicable laws and regulations existing at the time which would have affected his pay had he remained in the service for the period covered by the leave (38 Comp. Gen. 161, 163, citing 26 *id*. 102, 105). The lump-sum payment covers the period over which an employee's annual leave would have carried him if he actually used it, based on the pay rate he is receiving immediately prior to the date he is considered separated for lump-sum leave purposes (40 Comp. Gen. 579, *id*. 164). Thus, for example, an employee whose retained pay under 5 U.S.C. 5337 is scheduled to terminate on June 9, but who is separated on June 1 with entitlement to a 240 hour lump-sum payment, shall have his lump-sum payment computed on the basis of the pay he is receiving at the time of separation for the period including June 8, and for the subsequent period at the scheduled reduced salary rate (unpub. Comp. Gen. dec. B–151640, June 4, 1963). →Also, the employee is entitled to an adjustment in the lump-sum payment whenever a statutory increase becomes effective on a date which occurs during the period over which the lump sum is projected. For example, an employee is separated September 25 with entitlement to a lump-sum payment for 240 hours; a statutory increase becomes effective October 13; the lump-sum payment is adjusted to reflect the increased rate from October 13 through the remaining period over which it was originally projected. (47 Comp. Gen 773.)← The period covered by a lump-sum leave payment is not counted as civilian Federal service (26 Comp. Gen. 102, 105, and 24 *id*. 526).

b. **Separation by death**. Payment for unused current accrued annual leave is included in the lump-sum payment for accumulated annual leave when an employee is separated by death (see subchapter VIII, chapter 55, title 5, United States Code). ★★Pay for the day of death, if the employee was in a pay status the last workday preceding his death, is included in his pay and is not included in the lump-sum payment for leave (see 25 Comp. Gen. 366).

c. **Nonworkdays**. An employee's lump-sum payment for leave is computed to reflect the pay he would otherwise have received had he remained on the rolls of his agency; therefore, nonworkdays are excluded from the computation. National holidays are counted as nonworkdays, if the employee would have been entitled to have been paid for the holiday without charge against his leave (38 Comp. Gen. 869). Inauguration Day is counted as a nonworkday when making a lump-sum leave payment to an employee for whom the day would be a holiday (36 Comp. Gen. 478). An employee is not entitled to pay for a holiday which immediately follows the last day represented by the lump-sum payment (47 Comp. Gen. 147).

→d. **Projecting the leave**. Holidays and nonworkdays are not counted against the leave when projecting the period over which the leave would otherwise be charged. When projecting the lump-sum leave period, the agency should document the leave record in such a way as to show that any leave restored under 5 U.S.C. 6304(d) will expire before projecting the regular leave account. When projecting the regular leave account, the agency should document the leave record to show that leave in excess of the employee's ceiling will expire before projecting the leave within the ceiling. With regard to restored leave, the agency should show the limiting date originally established for its use.

Note: Such documentation of the projected leave periods should be recorded on form SF 1150, or its equivalent, at the time of separation.
This record is filed for future use in the Official Personnel Folder, and will be available when a separated employee is being considered for reemployment.

Examples:

A. Employee separates 8/16/75 with an annual (regular) leave balance of 368 hours; his ceiling is 304 hours; and a restored annual leave balance of 40 hours.

—The restored annual leave is projected from 8/18/75 to 8/22/75, inclusive.

—The excess regular annual leave of 64 hours is projected from 8/25/75 to 9/4/75, inclusive, and the payment includes the holiday of 9/1/75 (Labor Day).

—The leave within the ceiling, 304 hours, is projected from 9/5/75 to 10/30/75, inclusive, and the payment includes two holidays, 10/13/75 and 10/27/75 (Columbus Day and Veterans Day).

B. Employee separates 12/31/75 with the same leave accounts as in example A.

—The restored annual leave is projected from 1/1/76 to 1/8/76, inclusive, and the payment includes the holiday of 1/1/76 (New Year's Day).

—The excess regular leave of 64 hours is projected from 1/9/76 to 1/20/76, inclusive.

—The leave within the ceiling, 304 hours, is projected from 1/21/76 to 3/15/76, inclusive, and the payment includes the holiday of 2/16/76 (Washington's Birthday).←

e. **Additional pay.** An employee's lump-sum payment includes the premium percentage pay to which he would have been entitled had he remained on the rolls of his agency (36 Comp. Gen. 18). An administrative determination is made for the period or periods to be covered for each employee in a position in which premium percentage pay is authorized before a final lump-sum payment is made (see 38 Comp. Gen. 161, 163, involving additional annual premium pay). An employee who is separated *at* his overseas post of assignment for which a differential or a cost-of-living allowance is authorized is entitled to have the differential or the allowance included in his lump-sum payment (32 Comp. Gen. 323). →(Also see 52 Comp. Gen. 993.)←

If, however, he is separated *after* he leaves the overseas post, a differential or cost-of-living allowance which he may have been receiving is not included in his final pay or lump-sum leave payment (38 Comp. Gen. 594 and 33 *id.* 287). If he is reemployed before the lump-sum period expires, he is required to refund that part of a differential or cost-of-living allowance included in his lump-sum payment (as well as base pay) which covers the unexpired portion of annual leave on the date of reemployment (unpub. Comp. Gen. dec. B-137579, November 20, 1958).

g. **Reemployed annuitants.** Although an amount equal to the annuity allocable to the period of actual employment is deducted from the pay of a reemployed annuitant, his lump-sum payment upon separation from the service is based on his full pay rate without any reduction by the amount of his annuity (see 5 U.S.C. 8344(a)(3)).

S2-4. REFUNDS

a. **General.** →Subject to (1) and (2) below, when a lump-sum payment has been made, and the employee reenters the Federal service in a position subject to a formal leave system, he is required to refund for the entire unexpired portion of the period covered by the lump-sum payment, since all such unexpired leave is subject to recredit even though transfer to a different leave system is involved (see 48 Comp. Gen. 212). It is within the discretion of the administrative office to refuse to grant leave represented by the required refund until the refund has been made in full (see 34 Comp. Gen. 17).

(1) *Reemployment in the same leave year.* The employee is required to refund for all unexpired leave and shall receive credit in accordance with this paragraph.

(a) If any part of the refund is for a period of restored leave, the restored leave shall again be established in a separate account and the limiting date for its use shall be the same date as that originally established during the former employment. If the originally established limiting date for the use of the restored leave would have occurred before the date of reemployment, refund will be required for all of the unexpired portion, but none of that restored leave may be recredited. Therefore, an agency may wish to consider delaying the date of reemployment until expiration of the period represented by restored leave.

(b) If any part of the refund is for a period of leave in excess of the employee's formerly established leave ceiling for the year, such excess leave shall become subject to the regular procedures regarding forfeiture or possible restoration at the end of the leave year, or for disposition by lump-sum payment if another separation occurs before the end of the leave year.

(2) *Reemployment in subsequent leave year.* The employee is required to refund for all unexpired leave and shall receive credit in accordance with this paragraph.

(a) If any part of the refund is for a period of restored leave, the restored leave shall again be established in a separate account and the limiting date for its use shall be the same date as that originally established during the former employment. If the originally established limiting date for the use of the restored leave would have occurred before the date of reemployment, refund will be required for all of the unexpired portion, but none of that restored leave may be recredited. (See statement on agency discretion on reemployment date in paragraph (1)(a) above.)

(b) If any part of the refund is for a period represented by more than 240 hours regular annual leave, refund will be required for all of the unexpired portion, but only a maximum of 240 hours may be recredited to the regular leave account. Any hours in excess of 240 hours are considered forfeited, unless it can *clearly* be established that the excess leave would have become restored in a separate account if the separation had not occurred. (See section S3–5, paragraph d(3).)

EXAMPLES:

Using the examples shown in paragraph S2–3d, the following illustrates how refund and recredit would be accomplished on reemployment.

EXAMPLE A:

Illustration 1: If reemployment occurs without a break in service, in a position under the provisions of chapter 63 of title 5, United States Code, *and* with an established tour of duty, such as may be true in the case of a reemployed annuitant, no lump-sum payment would be processed, but the leave accounts (regular and restored) would remain intact for future use or payment upon separation. However, if the reemployment is under an appointment not subject to 5 U.S.C. 63, or without an established tour of duty, lump-sum will be processed as though the reemployment were not to occur, and no refund or recredit will be made. If the appointment is subsequently changed to one subject to 5 U.S.C. 63, and the employee has an established tour of duty, any days remaining in the lump-sum period would be recredited upon receipt of the refund therefor.

Illustration 2: If reemployment occurs August 20, 1975, refund is required for 392 hours of leave (24 hours restored and 368 hours regular leave) and the three holidays. The restored leave account would be recredited with 24 hours. The employee's leave ceiling is again 304 hours, which was the ceiling he had at the beginning of the leave year. (See section S3–5, paragraph d(3).)

Illustration 3: If reemployment occurs October 26, 1975, refund is required for 24 hours regular leave and one holiday. The regular annual leave account would be recredited with 24 hours. The employee's leave ceiling is again

304 hours, which was the ceiling he had at the beginning of the leave year. (See S3-5, paragraph d(3).)

EXAMPLE B:

Illustration: If reemployment is effective January 1, 1976, without a break in service, no lump-sum payment would be processed, but the leave accounts (regular and restored) would remain intact for future use or other appropriate disposition. The employee's regular annual leave ceiling would continue to be 304 hours until it may be properly reduced through scheduled use in the subsequent leave year(s). However, if the reemployment is without an establishment tour of duty, lump-sum payment will be processed as though the reemployment were not to occur, and no refund nor recredit is required.

b. **Erroneous separation.** The entire amount of a lump-sum leave payment is collected when an employee is restored to duty after an erroneous separation and receives retroactive pay for the entire period during which he performed no duty (32 Comp. Gen. 22 and *id.* 162).

c. **Exception.** When an employee is reemployed in a position which would have entitled him to a lump-sum payment if he had moved into the position without a break in service (see S2-2 above), he is not required to make a refund.

S2-5. FEDERAL INCOME TAX WITHHOLDINGS

a. **General.** When a lump-sum payment is made in the same payment with an employee's regular pay (i.e., one check), the amount of Federal income tax withheld must be determined as if the aggregate of the lump-sum payment and the regular pay constituted a single payment for that regular payroll period. (See Revenue Ruling 67-88, Internal Revenue Cumulative Bulletin 1967-1, page 289.) If, however, the lump-sum payment is made separately from the payment of regular pay, an agency has the option of using a flat percentage rate of 20 percent in determining the income tax to be withheld from the lump-sum payment, provided the agency has withheld income tax from the employee's regular pay.

b. **Selection.** When income tax has been withheld from the regular pay, an agency has the choice of withholding on the lump-sum payment by either of two methods:

(1) It may withhold at the flat percentage rate of 20 percent authorized in Federal employment tax regulations as issued in Treasury Department regulations, Section 31.3402 (g)-1, Supplemental Wage Payments, without regard to any withholding exemptions the employee claimed on his Form W-4, Employee's Withholding Exemption Certificate, and without regard to any regular payroll period; or

(2) It may aggregate the lump-sum payment with the regular pay paid or to be paid to the employee in the same calendar year for the preceding or current payroll period, determine the income tax to be withheld as if the aggregate amount were a single payment, subtract the income tax already withheld or to be withheld from the regular pay, and withhold the remaining tax from the lump-sum payment. Agencies generally should select the method which takes no more out of the employee's payment than fairly represents the amount of the income tax due. In most cases the separate lump-sum payment would be the preferred method, but in doubtful cases (such as a lump-sum payment near the close of the calendar year) the employee may be given the choice.

c. **Example.** A married employee serving at rate 5 of GS-9 ($560.00 gross biweekly pay), claiming three withholding exemptions, is entitled to a lump-sum payment of $2,652.00. When the option of withholding a flat 20 percent on the lump-sum payment is exercised, the employee's withholding tax is computed as follows:

Tax withheld on the gross biweekly pay of $560.00, with three withholding exemptions	$68.81
Tax withheld at rate of flat 20 percent of lump-sum payment $2,652.00 without regard to withholding exemptions	$530.40

When the option is not exercised, the tax withheld is based on the aggregate amount, and is computed as follows:

Tax on aggregate amount →($560.00+$2,652.00)← of →$3,212.00← with three withholding exemptions claimed	→$1,024.32←
Less tax withheld on gross biweekly pay	68.81
Withholding tax on lump-sum payment	$955.51

Thus, when the option is not exercised, the employee has $425.11 more withheld from his lump-sum payment →($955.51–$530.40). (10/13/74 pay rates).[1]←

---

[1] Figures used in this example are derived from CSC Salary Table No. 60, revised.

d. **Restrictions**. When an agency has not withheld on the employee's regular pay (as, for exemple, when the employee's withholding exemptions exceed his pay) the agency has no choice of methods in determining the income tax to be withheld, even though the regular pay and lump-sum payment has been paid in separate payments. Instead, the agency must aggregate the lump-sum payment with the regular pay paid or to be paid in the same calandar year either for the last preceding payroll period or for the current payroll period, and withhold income tax on the aggregate amount at the regular graduated rates as if the aggregate amount were a single payment for the regular payroll period. This method insures the employee the benefit of the withholding exemptions to which he is entitles on his Form W–4.

Subchapter S3. Allotments and Assignments of Pay

S3–1. INTRODUCTION

Section 5525 of title 5, United States Code, authorizes the head of an agency to establish procedures under which employees may be permitted to make allotments or assignments of pay. Under 5 U.S.C. 5527 and Executive Order 10982, as amended, the Office of Personnel Management is authorized to issue regulations for the administration of the allotment program authorized by 5 U.S.C. 5525. These regulations are found in Subpart C, Part 550, Title 5 of the Code of Federal Regulations (CFR). The purpose of this subchapter is to supplement the law and regulations with guidance which will facilitate the administration of the allotment program.

S3–2. DEFINITIONS

a. "Agency" means an Executive agency as defined by 5 U.S.C. 105;

b. "Allotment" means a recurring, specified deduction from pay for a legal purpose which is authorized by an employee (allotter) to be paid to an allottee;

c. "Allottee" means the person or institution to whom an allotment is made payable;

d. "Allotter" means the employee from whose pay an allotment is made;

e. "Association of management officials and/or supervisors" means an association composed of management officials and/or supervisors with which the agency has established official relationships;

f. "Combined Federal Campaign" means an organization of voluntary health and welfare agencies authorized to solicit charitable contributions as prescribed by OPM under the authority of Executive Order 10927;

g. "Continental United States" means the several states and the District of Columbia, but excluding Alaska and Hawaii;

h. "Dues" means the regular, periodic amount specified by an allotter to be withheld from his or her pay which is required to maintain the allotter as a member in good standing in a labor organization or association of management officials and/or supervisors or other organization;

i. "Employee" means an employee of an agency;

j. "Foreign affairs agency" means the Department of State, the International Communications Agency, the Agency for International Development and its successor agency or agencies;

k. "Labor organization" means a labor organization as defined by section 7103 (a) (4) of title 5, U.S.C., unless specified otherwise; and

l. "Pay" means the net pay due an employee after all deductions authorized by law (such as retirement or social security deductions, Federal withholding tax, and others, when applicable) have been made.

S3–3. APPLICABILITY

The provisions of this subchapter apply to all employees in an agency, unless agency policy excludes certain categories of employees. (See S3–8 on agency policy.)

S3–4. GENERAL

While it is wholly discretionary for an employee to request any allotment under 5 U.S.C. 5525, an agency is required to permit certain allotments when requested by an employee. An agency, under certain circumstances, must permit an allotment for dues to a labor organization or to an association of management officials and/or supervisors. Certain allotments for charitable contributions, income tax withholding, savings, and child support and/or alimony payments must also be permitted. These allotments are discussed in S3–5 and S3–6. In addition to those which are required, an agency may permit an allotment(s) for any other legal purpose deemed appropriate by the head of the agency (see S3–7).

S3–5. MANDATORY ALLOTMENTS UNDER TITLE 5, CODE OF FEDERAL REGULATIONS

a. Under the provisions of subpart C of Part 550, Title 5 Code of Federal Regulations, an agency is required to permit an employee to make an allotment for any of the purposes discussed below. Except as otherwise discussed in this section, an agency may, however, establish the specific conditions under which these allotments will be permitted. (See S3–8.)

(1). Under 5 CFR 550.331, an agency must permit an allotment for dues to an association of management officials and/or supervisors if the employee is:

—a supervisor or management official, and

—a member of an association of management officials and/or supervisors with which the agency has agreed in writing to deduct allotments for the payment of dues to that association.

(2). Under Section 550.341, an agency is required to permit an allotment for contributions to a Combined Federal Campaign if the employee is employed in an area in which a Combined Federal Campaign authorized by OPM is established. Except for contributions to the Department of Defense Overseas Combined Federal Campaign, which are made in accordance with a special agreement between DoD and OPM, allotments for CFC contributions will be made in accordance with the requirements of section 550.341. These requirements are discussed below.

(a) The allotment will be an equal amount deducted each pay period. A minimum deduction will be established by agreement between OPM and officials of the Combined Federal Campaign. The allotter may not change the amount of the allotment. He or she must, however, be informed of this restriction before the allotment is requested.

(b) The allotment will be for a term of one year beginning with the first pay period which begins in January and ending with the last pay period which begins in December. The allotter may voluntarily discontinue the allotment at any time, but a discontinued allotment may not be reinstated If an allotter moves to an organizational unit serviced by a different payroll office, whether in the same or a different agency, the allotment authorization should be transferred to the new payroll office.

(3). Section 550.351 requires an agency to permit an allotment for payment of State, District of Columbia, or local income or employment taxes when the employee has a legal obligation to pay those taxes, but the agency has no legal obligation to withhold those taxes. An example of a situation in which the agency would be required to accept an allotment for such a purpose follows.

EXAMPLE

An employee who is employed in St. Louis, Missouri, is required to pay a city income tax. However, if the employee lives in Illinois, the agency has no obligation to withhold that tax. An agency would, however, be required to permit an allotment for the payment of that tax if requested by the employee.

(4). An employee who is assigned to a post of duty outside the continental United States must be permitted, under 5 CFR 550.361, to make an allotment(s) of pay to a financial organization of his or her choice for credit to a savings account. Under section 550.361, an agency may not restrict the number of allotments to savings for such an employee. (S3–6b. discusses savings allotments for employees within the continental U.S.).

(5). An agency must permit an employee under section 550.371, to make an allotment for alimony and/or child support when he or she voluntarily elects to do so. The provisions of section 550.371 should not be confused with the provisions of Part 581, Title 5, Code of Federal Regulations, which speak to garnishment orders issued to enforce child support and/or alimony obligations.

b. Under section 550.322, an agency is required to continue a supervisor's allotment of dues to a labor organization which he or she was permitted to continue when excluded from a formal or exclusive unit due to the requirements of former section 24(d) of Executive Order 11491.

S3–6. MANDATORY ALLOTMENTS UNDER OTHER PROVISIONS

a. Under the provisions of chapter 71 of title 5, United States Code, an employee, as defined in that chapter, is entitled, upon his or her written request, to an allotment for regular and periodic dues to a labor organization. Allotments for this purpose are to be made only in accordance with the provisions of Chapter 71, title 5, United States Code, and any rules and regulations as may be prescribed by the Federal Labor Relations Authority.

b. An employee who is assigned to a duty station within the continental United States must be permitted to make up to two allotments for savings under Department of Treasury regulations as codified at Part 209 of Title 31, Code of Federal Regulations. No other allotment for savings for employees within the continental United States may be permitted.

S3–7. DISCRETIONARY ALLOTMENTS

a. In addition to the allotments noted above, the head of the agency may permit allotments for any other purpose deemed appropriate, provided the requested allotment is not illegal or contrary to established public policy. The following are examples of purposes for which allotments under this authority may be appropriate (these examples are representative of those purposes for which allotments may be appropriate; they are not intended as an all-inclusive list):

—Allotments may be appropriate for parking fees, purchase of stocks and mutual funds, or dues to professional or other associations.

—Agencies are specifically encouraged to continue to permit employees to make allotments for the purchase of United States Savings Bonds in accordance with the voluntary payroll savings plan established by Executive Order 9135.

b. The discretionary allotments authorized above may be limited in number as determined appropriate by the head of the agency. There is no prescribed minimum or maximum number of allotments; however, the mandatory allotments noted in S3–5 and S3–6 above must be permitted. The allotment limitation for each agency, if there is one, should be made by the head of the agency (or designee).

S3–8. ADMINISTRATION OF ALLOTMENT PROGRAM

a. *General Requirements.* (1) An allotment request must be in writing and must include the name of the allotter, the allottee, and the amount of the allotment. It should be signed by both the allotter and the allottee. A change in, or revocation of, the allotment must also be in writing. In addition, the total amount of all allotments for any employee may not exceed the pay due the allotter for a particular period.

(2) An allotter must agree that the agency "shall be held harmless for any authorized allotment disbursed by the agency in accordance with the employee's request for an allotment from pay". He or she must also agree that disputes regarding any authorized allotment "shall be a matter between the allotter and the allottee". If the allotment form contains no such provisions, a separate statement containing such agreements, must be submitted with the allotment request. (See 5 CFR 550.312).

◆ (3) Optional Form 299 may be used to process an allotment request for any of the mandatory allotments discussed in S3–5 and 6 above, and for any discretionary allotment authorized by an agency (see S3–7) except:

—allotments for dues to labor organizations (use SF Form 1187 and 1188);

—allotments for charitable contributions to a Combined Federal Campaign, (use OPM Form 804);

—allotments for savings for employees within the continental United States, (use Standard Form 1198); and

—allotments for savings bonds, (use Standard Form 1192).

An agency may also develop its own form. An agency developed form must include, however, the last two statements contained in Item 9 of Optional Form 299 and must provide for inclusion of all the data required in paragraph (a)(1) above. ◆

b. *Specific Requirements.* If an agency permits an employee to make an allotment for dues to a foreign affairs agency organization, the agency, in accordance with section 15 of Executive Order 11636:

—must allow the employee to revoke the authorization at least every 6 months, and

—must terminate the allotment when the dues withholding agreement between the foreign affairs agency and the organization is terminated or ceases to be applicable to the employee.

c. *Agency Policy.* (1). Each agency under its authority in 5 CFR 550.311(c), should issue a policy statement on the allotment program to supplement 5 U.S.C. 5525 and 5 CFR Part 550, Subpart C. Discussed below are some of the points which should be considered by the agency.

(2). In its policy statement an agency may establish certain general restrictions in regard to the mandatory allotments under subchapter S3–5. An agency may, for example, set a minimum deduction for a particular allotment, or it may require that an allotment be in round dollard (no cents). Any restrictions established by the agency, however, must be consistent with 5 U.S.C. 5525 and 5 CFR Part 550, Subpart C, and should not unduly restrict an employee's right to an allotment under those provisions.

(3). In addition to those mandatory allotments in section 550.311(a), the agency should indicate for what purposes allotments will be permitted under its discretionary authority in section 550.311(b). The agency should also indicate which categories of employees may request allotments permitted under this discretionary authority. (NOTE: All employees of an agency must be permitted to make an allotment for the purposes listed in section 550.311(a). An agency may not limit the coverage of these allotments.) The procedures for requesting, changing, and revoking an allotment should also be fully described to avoid any misunderstanding (e.g., which forms to use, to whom it should be submitted, when it may be submitted, etc.).

(4). It is also recommended that agencies provide a method of determining the order in which deductions will be made in situations (e.g. when an employee is on leave without pay for part of the pay period) in which there is insufficient pay to cover all allotments requested by an employee. Agencies may establish a standard order in which the deductions will be made or they may request employees to designate the order in which they would like to have the deductions made.

(5). Except as provided in S3–5a(2) for Combined Federal Campaign contributions, the effective date of the commencement of an allotment, and any change or termination of that allotment, will be determined by agency policy. An agency may permit an allotment to be effective on the issuance of an order of evacuation under 5 U.S.C. 5522 or 5523.

(6). Section 209.8 of Title 31 of the Code of Federal Regulations requires the collection of a service charge on allotments to savings institutions. On the other hand, 5 U.S.C. 7115 provides that no service charge shall be made on allotments to labor organizations. In the absence of such specific guidance, agencies should be guided by 31 U.S.C. 483a and Office of Management and Budget guidance in regard to service charges.

* U.S. GOVERNMENT PRINTING OFFICE 1982- 361-393 1152

Subchapter S4. Payments During an Evacuation

S4–1. LEGAL AUTHORITY

a. **Law.** Advance payments and evacuation payments are based on subchapter III (except section 5525) of chapter 55 of title 5, United States Code.

(1) *Definitions.* "*For the purpose of this subchapter—*

"*(1) 'agency' means—*

"*(A) an Executive agency;*

"*(B) the judicial branch;*

"*(C) the Library of Congress;*

"*(D) the Government Printing Office; and*

"*(E) the government of the District of Columbia;*

"*(2) 'employee' means an individual employed in or under an agency;*

"*(3) 'head of each agency' means—*

"*(A) the Director of the Administrative Office of the United States Courts with respect to the judicial branch; and*

"*(B) the Commissioner of the District of Columbia with respect to the government of the District of Columbia; and*

"*(4) 'United States', when used in a geographical sense, means the several States and the District of Columbia.*" (Section 5521 of title 5, United States Code)

(2) *Advance payments; rates; amounts recoverable.* "*(a) The head of each agency may provide for the advance payment of the pay, allowances, and differentials, or any of them, covering a period of not more than 30 days, to or for the account of each employee of the agency (or, under emergency circumstances and on a reimbursable basis, an employee of another agency) whose evacuation (or that of his dependents or immediate family, as the case may be) from a place inside or outside the United States is ordered for military or other reasons which create imminent danger to the life or lives of the employee or of his dependents or immediate family.*

"*(b) Subject to adjustment of the account of an employee under section 5524 of this title and other applicable statute, the advance payment of pay, allowances, and differentials is at rates currently authorized with respect to the employee on the date the advance payment is made under agency procedures governing advance payments under this subsection. The rates so authorized may not exceed the rates to which the employee was entitled immediately before issuance of the evacuation order.*

"*(c) An advance of funds under subsection (a) of this section is recoverable by the Government of the United States or the government of the District of Columbia, as the case may be, from the employee or his estate by—*

"*(1) setoff against accrued pay, amount of retirement credit, or other amount due to the employee from the Government of the United States or the Government of the District of Columbia; and*

"*(2) such other method as is provided by law. The head of the agency concerned may waive in whole or in part a right of recovery of an advance of funds under subsection (a) of this section, if it is shown that the recovery would be against equity and good conscience or against the public interest.*" (Section 5522 of title 5, United States Code)

(3) *Duration of payments; rates; active service period.* "*(a) The head of each agency may provide for—*

"*(1) the payment of monetary amounts covering a period of not more than 60 days to or for the account of each employee of the agency (or, under emergency circumstances and on a reimbursable basis, an employee of another agency)—*

"*(A) whose evacuation from a place inside or outside the United States is ordered for military or other reasons which create imminent danger to the life of the employee; and*

"*(B) who is prevented, by circumstances beyond his control and beyond the control of the Government of the United States or the government of the District of Columbia, or both, as the case may be, from performing the duties of the position which he held immediately before issuance of the evacuation order; and*

"*(2) the termination of payment of the monetary amounts.*

The President, with respect to the Executive agencies, may extend the 60-day period for not more than 120 additional days if he determines that the extension of the period is in the interest of the United States.

"*(b) Subject to adjustment of the account of an employee under section 5524 of this title and other applicable statute, each payment under this section is at rates of pay, allowances, and differentials, or any of them, currently authorized with respect to the employee on the date payment is made under agency procedures governing payments under this section. The rates so authorized may not exceed the rates to which the employee was entitled immediately before issuance of the evacuation order. An employee in an Executive agency may be granted such additional allowance payments as the President determines necessary to offset the direct added expenses incident to the evacuation.*

"*(c) Each period for which payment of amounts is made under this section to or for the account of an employee is deemed, for all purposes with respect to the employee, a period of active service, without break in service, performed by the employee in the employment of the Government of the United States or the government of the District of Columbia.*" (Section 5523 of title 5, United States Code)

(4) *Review of accounts.* "*The head of each agency shall provide for—*

"*(1) the review of the account of each employee of the agency in receipt of payments under section 5522 or 5523 of this title, or both, as the case may be; and*

"*(2) the adjustment of the amounts of the payments on the basis of—*

"*(A) the rates of pay, allowances, and differentials to which the employee would have been entitled under applicable statute other than this subchapter for the respective periods covered by the payments, if he had performed active service under the terms of his appointment during each period in the position he held immediately before the issuance of the applicable evacuation order; and*

"*(B) such additional amounts as the employee is authorized to receive in accordance with a determination of the President under section 5523(b) of this title.*" (Section 5524 of title 5, United States Code.)

(5) *Funds available on reimbursable basis.* "*Funds available to an agency for payment of pay, allowances, and differentials to or for the accounts of employees of the agency are available on a reimbursable basis for payment of pay, allowances, and differentials to or for the accounts of employees of another agency under this subchapter.*" (Section 5526 of title 5, United States Code)

(6) *Regulations.* "(a) *To the extent practicable in the public interest, the President shall coordinate the policies and procedures of the respective Executive agencies under this subchapter.*

"(b) *The President, with respect to the Executive agencies, and the head of the agency concerned, with respect to the appropriate agency outside the executive branch, shall prescribe and issue, or provide for the formulation and issuance of, regulations necessary and appropriate to carry out the provisions, accomplish the purposes, and govern the administration of this subchapter.*

"(c) *The head of each Executive agency may prescribe and issue regulations, not inconsistent with the regulations of the President issued under subsection (b) of this section, necessary and appropriate to carry out his functions under this subchapter.*" (Section 5527 of title 5, United States Code)

b. **Executive Order 10982.** "SEC. 1. As used in this order:

"(*a*) *The term "the act" means the act of September 26, 1961 (Public Law 87-304), 75 Stat. 662.*[1]

"(*b*) *The term "Federal agency" means any executive department of the Government of the United States of America, any agency or independent establishment in the executive branch of the Government, and any corporation wholly owned or controlled by the Government.*

"(*c*) *The term "foreign area" means any area (including the Trust Territory of the Pacific Islands) situated outside (1) the United States (including the District of Columbia), (2) the Commonwealth of Puerto Rico, (3) the Canal Zone, and (4) any territory or possession of the United States.*

"SEC. 2. (*a*) *Except as otherwise provided by section 2(b) and section 3(c) of this order, the Secretary of State in respect of civilian employees of Federal agencies who are located in foreign areas immediately prior to an emergency evacuation, and the Civil Service Commission in respect of all other civilian employees of Federal agencies, are hereby designated and empowered, without the approval, ratification, or other action of the President, to perform the functions conferred upon the President by section 3(a), section 3(b), and section 6(a) of the act.*

"SEC. 3. *The following regulations are hereby prescribed as necessary and appropriate to carry out the provisions, accomplish the purposes, and govern the administration of the act:*

"(*a*) *To the maximum extent practicable, the Secretary of State, the Civil Service Commission, and the heads of other Federal agencies shall exercise their authority under the act and this order so that employees of different Federal agencies evacuated from the same geographic area under the same general circumstances may be treated uniformly.*

"(*b*) *Advance payments of compensation, allowances, and differentials, as authorized by section 2 of the act, shall be held to the minimum period during which the order for evacuation is anticipated to continue, and shall in no event be made for a period of more than thirty days.*

"(*c*) *It is hereby determined to be in the interest of the United States that payments of monetary amounts as authorized by section 3 of the act to and for the account of an employee whose evacuation is ordered and who is prevented from performing the duties of his position, under the circumstances set forth in section 3 of the act, should be extended beyond sixty days for not more than one hundred and twenty additional days only upon determination, pursuant to regulations of the head of the Federal agency concerned, that such additional payments are reasonably necessary to maintain a civilian staff available for performance of duty. Such payments of monetary amounts under the authority of section 3 of the act shall be terminated as of such dates as may be determined by the Secretary of State or the Civil Service Commission, as appropriate, but not later than the date on which an employee resumes his duties at the post from which he has been evacuated or is assigned to another position.*

"SEC. 4. (*a*) *The head of each Federal agency shall issue as soon as practicable such regulations as may be necessary and appropriate to carry out his functions under the act and this order.*

"(*b*) *In order to coordinate the policies and procedures of the executive branch of the Government, all regulations of any Federal agency prepared for issuance under the provisions of section 6(c) of the act and section 4(a) of this order shall be submitted for prior approval to the Secretary of State, or to the Civil Service Commission, as may be appropriate, under section 2 of this order. The Secretary of State and the Civil Service Commission shall review such regulations for conformance with the purpose and intent of the act and of the regulations con-*

---

[1] Now codified in subchapter III of chapter 55 of title 5, United States Code.

tained in section 3 of this order. No Federal agency shall make any payment under the provisions of the act or this order until such regulations have been approved by the Secretary of State, or the Civil Service Commission, as appropriate."

S4–2. GENERAL PROVISIONS

a. **Purpose and applicability.** (1) *Regulation.* "*Purpose.* The purpose of this subpart is to provide the authority necessary for an agency to administer subchapter III (except section 5525) of chapter 55 of title 5, United States Code, by establishing an efficient, orderly, and equitable procedure for the payment of pay, allowances, and differentials in the event of an emergency evacuation of employees or their dependents, or both, from or within United States areas for military reasons or because of imminent danger to their lives." (Section 550.401)

(2) *Regulation.* "*Applicability.* This subpart applies to agencies which exercise the authority under subchapter III of chapter 55 of title 5, United States Code, and Executive order to provide for payments for their employees who are located in United States areas." (Section 550.402)

b. **Coverage.** *Regulation.* "*Employee coverage.* This subpart applies to:

"(a) Employees of an agency who are United States citizens or who are United States nationals;

"(b) Employees of an agency who are not citizens or nationals of the United States but who were recruited with a transportation agreement which provides return transportation to the area from which recruited; and

"(c) Alien employees of an agency hired within the United States." (Section 550.403)

c. **Regulation.** "*Definitions.* In this subpart:

"(a) *Agency* means an executive agency as defined by section 105 of title 5, United States Code.

"(b) *Employee* means an employee of an agency.

"(c) *Executive order* means Executive Order No. 10982, issued December 25, 1961.

"(d) *United States area* means the several States, the District of Columbia, the Commonwealth of Puerto Rico, the Canal Zone, and any territory or possession of the United States, but excluding the Trust Territory of the Pacific Islands." (Section 550.404)

d. **Regulation.** "*Limitations.* An agency may not provide an authority in its regulations to make payments under subchapter III of chapter 55 of title 5, United States Code, and this subpart when evacuations are occasioned by a natural disaster within the 48 contiguous States or the District of Columbia." (Section 550.405)

S4–3. DEPARTMENTAL REGULATIONS

Regulation. "*Approval of agency regulations.* (a) *Advance approval.* The Commission has prescribed, and published in the FEDERAL PERSONNEL MANUAL, agency regulations for adoption by an agency as the regulations authorized by section 5527(c) of title 5, United States Code, to be issued by the head of an agency to carry out sections 5522 and 5523 of that title. When the head of an agency proposes to exercise the authority given him under sections 5522 and 5523, he may adopt these agency regulations for use in United States areas; or for use in specifically designated localities within these areas. When the agency regulations are adopted without change as published in the FEDERAL PERSONNEL MANUAL, regulations so adopted have the prior approval of the Commission as required by section 4(b) of the Executive order. If an agency adopts the agency regulations, it shall notify the Commission of the date of adoption and of the areas in which the agency regulations will be applied.

"(b) *Request for prior approval.* When an agency proposes to issue regulations which deviate from the agency regulations published in the FEDERAL PERSONNEL MANUAL, prior approval as required by section 4(b) of the

Executive order must be secured from the Commission before the regulations may be made effective.

"(c) *Revision of agency regulations.* When the Commission revises the agency regulations provided for in paragraph (a) of this section, agencies which have previously adopted those agency regulations shall adopt the revisions or within 30 days request approval from the Commission to retain the regulations without change.

"(d) *Supplemental regulations.* When an agency has regulations which have been approved under paragraphs (a) or (b) of this section, the agency may issue any supplemental regulations or instructions, not inconsistent with its approved regulations, deemed necessary for internal operations." (Section 550.406)

S4-4. PAYMENT TO EMPLOYEES OF OTHER DEPARTMENTS

a. **Regulation.** "*Payment to employees of other agencies.* The Commission shall publish in the FEDERAL PERSONNEL MANUAL a list containing the name of each agency which has approved agency regulations and the areas to which the approved agency regulations apply. When this information is published in the FEDERAL PERSONNEL MANUAL, any agency (whether or not it has approved agency regulations) may make payments in an evacuation situation to an employee (and his dependents and designated representative) of an agency which has approved agency regulations who is assigned to a post of duty within the areas covered by the approved agency regulations. When a payment is made under this subpart by other than the employee's agency, the agency making the payment shall immediately report the amount and date of the payment to the employee's agency in order that prompt reimbursement may be made." (Section 550.407)

b. **Approved regulations.** Agencies having approved regulations are listed in appendix B to this book.

Subchapter 5. Pay From More Than One Position

S5-1. INTRODUCTION

This subchapter describes the provisions of section 5533, subchapter IV of chapter 55, title 5, United States Code, and related regulations contained in Subpart E of Part 550, Title 5, Code of Federal Regulations, governing an employee's entitlement to receive pay from more than one position.

S5-2. DEFINITIONS

In this subchapter:

"Employee" means a person holding a position.

"Gross pay" means the annual rate of pay (or equivalent thereof in the case of an individual paid on other than an annual basis) received by an individual.

"Pay" includes pay for service in a position but excludes fees paid on other than a time basis.

"Position" means a civilian office or position (including a temporary, part-time, or intermittent position), appointive or elective, in the legislative, executive, or judicial branch of the Government of the United States (including a Government corporation and a nonappropriated fund instrumentality under the jurisdiction of the armed forces).

"Week" means the period of seven calendar days from Sunday through Saturday.

S5-3. GENERAL

a. Limitation on pay from more than one position. Section 5533(a) of title 5, United States Code, provides that an employee shall not be entitled to receive pay from more than one position for more than an aggregate of 40 hours of work in any one week. Generally, there is no restriction on the number of appointments which a person may hold, only upon the number of hours for which the person may be paid. An individual may be given more than one simultaneous part-time or intermittent appointment, or an employee on leave without pay may accept another Federal appointment, so long as pay is not received for more than 40 hours a week (unless the employee is regularly paid for more than 40 hours a week under an authorized alternative work schedule) or from two sources for the same hours.

b. Coverage. Section 5533(a) of title 5, United States Code, applies to each agency (including each corporation owned or controlled by the Government of the United States including nonappropriated fund instrumentalities under the jurisdiction of the Armed Forces) in the legislative (except as provided in section 5533(d) of title 5, United States Code), judicial and executive branches of the Government of the United States.

c. Exemptions and exceptions. Section 5533(d) of title 5, United States Code, provides for a number of exemptions from the limitation on pay from more than one position for more than an aggregate of 40 hours in any one week. The statutory exemptions are listed in S5-4 of this subchapter. In addition to the statutory exemptions, provision is made in the law for regulatory exceptions from this limitation. The Office of Personnel Management (OPM) is authorized by section 5533(b) of title 5, United States Code, to provide by regulations for exceptions from the limitation on pay from more than one position. Under this authority, OPM has determined that emergency exceptions from the limitation are appropriate in certain situations listed in subsection S5-5 of this subchapter. Additionally, OPM has determined that general exceptions are also appropriate in the situations listed in S5-6 of this subchapter. The Office has further delegated to agencies the authority to grant additional exceptions in individual situations other than those specifically listed, when needed services cannot be readily obtained otherwise. Guidance on use of this delegated authority appears in subsection S5-7 of this subchapter.

S5-4. STATUTORY EXEMPTIONS

a. Section 5533 of title 5, United States Code, provides for a number of exemptions from the limitation on pay from more than one position. These exemptions are:

(1) Pay on a when-actually-employed basis received

from more than one consultant or expert position if the pay is not received for the same hours of the same day;

(2) Pay consisting of fees paid on other than a time basis. This means, for example, that an agency which needs to draw on the expertise of a regular employee of another agency to write a report or conduct a research project may pay the employee a lump sum for the service, so long as the sum is not based on the number of hours or days needed to complete the work;

(3) Pay paid by the Tennessee Valley Authority (TVA) to an employee performing part-time or intermittent work in addition to his or her normal duties when the TVA considers it to be in the interest of efficiency and economy;

(4) Pay received by an individual holding a position—

(i) the pay of which is paid by the Secretary of the Senate or the Clerk of the House of Representative; or

(ii) under the Architect of the Capitol;

(NOTE: *In situations (i) and (ii) above, appropriated funds are not available for payment to an individual for pay from more than one position if pay for one of the positions is from the Secretary of the Senate and the aggregate exceeds $12,480, or the Clerk of the House of Representatives or the Office of the Architect of the Capitol if it exceeds $7,724. Additionally, appropriated funds are not available for pay for more than one position if all positions are paid for by the Clerk of the House of Representatives, if the aggregate gross pay from those positions exceeds the maximum per annum gross rate of pay authorized to be paid to an employee out of the clerk-hire allowance of a Member of Congress.*)

(5) Pay paid by the United States Coast Guard to employees occupying part-time positions of lamplighter; and

(6) Pay within the purview of any of the following statutes:

(i) Section 162 of title 2, United States Code;
(ii) Section 23(b) of title 13, United States Code;
(iii) Section 327 of title 15, United States Code;
(iv) Section 907 of title 20, United States Code;
(v) Section 873 of title 33, United States Code; or
(vi) Section 174j–1 through 7 or 174k, title 40 United States Code.

(NOTE: *Although 5 U.S.C. 5533 provides exemptions for certain employees of the District of Columbia government, District government employees are no longer considered employees for this section due to enactment of D.C. Law 2–139. Therefore, all employees of the District of Columbia are exempt from the provisions of section 5533 of title 5, United States Code.*)

b. Terminal military leave. Section 5534a of title 5, United States Code allows a member of the Uniformed service who is on terminal leave pending honorable release or separation from the service to accept a position in the Federal government and receive pay from the Federal position in addition to pay received from the uniformed service while on terminal leave.

S5–5. EXCEPTIONS IN EMERGENCIES

Under emergency conditions relating to health, safety, protection of life or property, or national emergency, personal services frequently must be obtained from whatever source is available. Furthermore, often it is not feasible for an agency to check on the employment status of persons whose services are used under emergency conditions. As a consequence, the limitation in the law on pay from more than one position for more than an aggregate of 40 hours of work in any one week does not apply to pay from a position for services relating to the emergency conditions described above. Examples of such conditions are fire, earthquake, flood, or other disaster, civil disorder, or threat to the national security.

S5–6. OTHER GENERAL EXCEPTIONS

a. Section 5533(b) of title 5, United States Code, authorizes OPM to prescribe regulations under which exceptions may be made to the limitation on pay from more than one position whenever the appropriate authority determines that the exceptions are warranted because the required personal services otherwise cannot be readily obtained.

b. OPM has determined that certain general exceptions from the limitation in 5 U.S.C. 5533(a) on pay from more than one position may be made when the appropriate authority in an agency determines that personal services cannot otherwise be readily obtained. These general exceptions apply to:

(1) Pay for part-time or intermittent employment in positions for which OPM has established special minimum pay rates under 5 U.S.C. 5303;

(2) Pay for part-time or intermittent employment as a foreign-language instructor, translator, or interpreter, or any other capacity which requires a knowledge and use of one or more foreign languages in the position to which appointed;

(3) Pay for part-time or intermittent employment as a counselor in connection with summer youth oppor-

tunity programs in the Washington, D.C. metropolitan area; and

(4) Pay for part-time or intermittent employment as a test monitor for OPM.

S5-7. EXCEPTIONS IN OTHER CIRCUMSTANCES

a. When a department or agency encounters difficulty in obtaining employees in situations other than those listed above because of the limitation contained in section 5533(a), title 5, United States Code, the appropriate authority within the agency may authorize an exception for the position(s) in question. Generally, such an exception will be appropriate when:

(1) The position has been vacant for some time, and recruiting has been conducted continuously during that time;

(2) All logical recruiting sources have been tapped, and the position has been publicized through all appropriate media, including paid advertising if appropriate; and

(3) Satisfactory candidates other than Federal employees have not been located in sufficient numbers.

A request for an exception to the limitation should be submitted in accordance with each individual agency's operating instructions and should satisfactorily describe the special circumstances which prevent the agency from obtaining the required services except by using current Federal employees.

b. An exception to the limitation in section 5533(a) is granted for a position, rather than for a particular individual, and may be used each time the position is filled without obtaining specific approval from an authorized agency official. Agencies should, however, reveiw approved exceptions periodically to be sure the recruiting conditions which prompted the original approval still exist. In addition, OPM may periodically ask agencies for reports on exceptions granted under the delegated authority.

Subchapter 7. Severance Pay

S7-1. INTRODUCTION

a. **Introduction.** This subchapter contains provisions of section 5595 of title 5, United States Code and the related regulations of the Commission governing an employee's entitlement to severance pay. The regulations are issued under the authority delegated to the Commission by the President in Executive Order 11257.

> "By virtue of the authority vested in me by section 301 of title 3 of the United States Code and sections 9(B)(8) and 9(C) of the Federal Employees Salary Act of 1965, and as President of the United States, it is ordered that Executive Order No. 11228 of June 14, 1965, entitled 'Providing for the Performance by the Civil Service Commission of Certain Functions Vested in or Subject to the Approval of the President,' be, and it is hereby, amended by inserting the following at the end of section 1 thereof:
>
> > " '(4) The authority vested in the President by section 9(B)(8) of the Federal Employees Salary Act of 1965 (approved October 29, 1965) to prescribe rules and regulations excluding officers or employees from the application of section 9 of that act.
> >
> > " '(5) The authority vested in the President by section 9(C) of the Federal Employees Salary Act of 1965 to prescribe rules and regulations governing severance pay.'
>
> "Rules and regulations prescribed in pursuance of the amendments made by this order may be made effective on any date not earlier than the date of enactment of the Federal Employees Salary Act of 1965."

b. **Entitlement.** *Regulation. Entitlement.* "This subpart and section 5595 of title 5, United States Code, apply to the computation and payment of severance pay to an employee who is involuntarily separated from the service, not by removal for cause on charges of misconduct, delinquency, or inefficiency." (Section 550.702)

S7-2. DEFINITIONS

a. **Law.** "(a) *For the purposes of this section—*

"(*1*) *'agency' means—*

"(*A*) *an Executive agency;*

"(*B*) *the Library of Congress;*

"(*C*) *the Government Printing Office; and*

"(*D*) *the government of the District of Columbia; and*

"(*2*) *'employee' means—*

"(*A*) *an individual employed in or under an agency; and*

"(*B*) *an individual employed by a county committee established under section 590h(b) of title 16;*

but does not include—

"(*i*) *an employee whose rate of basic pay is fixed at a rate provided for one of the levels of the Executive Schedule or is in excess of the maximum rate for GS-18;*

"(*ii*) *an employee serving under an appointment with a definite time limitation, except one so appointed for full-time employment without a break in service of more than three days following service under an appointment without time limitation;*

"(*iii*) *an alien employee who occupies a position outside the several States, the District of Columbia, and the Canal Zone;*

"(*iv*) *an employee who is subject to subchapter III of chapter 83 of this title or any other retirement statute or retirement system applicable to an employee as defined by section 2105 of this title or a member of a uniformed service and who, at the time of separation from the service, has ful-*

filled the requirements for immediate annuity under such a statute or system;

"*(v) an employee who, at the time of separation from the service, is receiving compensation under subchapter I of chapter 81 of this title, other than one receiving this compensation concurrently with pay or on account of the death of another individual;*

"*(vi) an employee who, at the time of separation from the service, is entitled to receive other severance pay from the Government;*

"*(vii) an employee of the Tennessee Valley Authority; or*

"*(viii) such other employee as may be excluded by regulations of the President or such other officer or agency as he may designate.* (Section 5595(a) of title 5, United States Code)

b. **Regulation.** "In this subpart: (a) *Agency* means an agency to which this subpart applies under section 550.701(a).

"(b) *Basic pay* means the rate of pay fixed by law or administrative action for the position held by the employee at the time of separation, including premium pay for standby duty paid to an employee on an annual basis under section 550.141, but excluding other additional pay.

"(c) *Employee* means an employee to whom this subpart applies and includes the recipient of severance pay under section 5595 of title 5, United States Code, and this subpart.

"(d) *Severance pay fund* means the total severance pay to which an employee is entitled under section 5595 of title 5, United States Code.

"(e) *Total severance pay* means the amount of severance pay payable to the employee as computed under section 5595(c) of title 5, United States Code." (Section 550.703)

S7-3. COVERAGE

a. **Regulation.** (a) *Agencies.* "*Agencies.* This subpart applies to (1) an Executive agency as defined by section 105 of title 5, United States Code; (2) the Library of Congress; (3) the Government Printing Office; and (4) the government of the District of Columbia." (Section 550.701(a))

b. **Employees.** (1) *Inclusions.* "(1) Except as provided by this paragraph and section 5595(a)(2) of title 5, United States Code, this subpart applies to each full-time and part-time employee of an agency, with a regularly prescheduled tour of duty within each administrative workweek, to each seasonal employee with a regularly prescheduled tour of duty within each administrative workweek during the season for which he is employed, and to each hourly employee in the postal field service, who is serving (i) under a career or career-conditional appointment in the competitive service or under their equivalent in the excepted service; (ii) under an indefinite appointment in the competitive service made under the indefinite-appointment system that preceded the career-conditional appointment system; (iii) under an indefinite appointment without time limitation in the excepted service; (iv) under an overseas limited appointment without time limitation; (v) as a status quo employee including one who becomes an indefinite employee upon promotion, demotion, or reassignment; (vi) under a time-limited appointment in the Foreign Service to which the employee was assigned under a statutory authority that entitled him to reemployment in his former agency, but whose right of reemployment has expired. (Section 550.701(b))

(2) *Exclusions.* "(2) This subpart does not apply to an employee who, at the time of separation from the service, is offered and declines to accept an equivalent position in his agency in the same commuting area, including an agency to which the employee with his function is transferred in a transfer of functions between agencies. For purposes of this subparagraph, an equivalent position is one of like seniority, tenure, and pay other than a retained rate.

"(3) This subpart does not apply to an employee in the government of the District of Columbia who, at the time of separation from the service, has fulfilled the requirements for an immediate annuity under the Policemen and Firemen's Retirement and Disability Amendments of 1957 (secs. 4–521 through 4–538

D.C. Code, 1967 ed.), the Act for the Retirement of Public School Teachers in the District of Columbia (secs. 31-701 through 31-745, D.C. Code, 1967 ed.) or the District of Columbia Judges Retirement Act of 1964 (sec. 11-1701, D.C. Code, 1967 ed.).

"(4) This subpart does not apply to an employee who is offered an opportunity to transfer with his agency or part thereof when it is transferred to or merged with a non-Federal organization, when the statute effecting the transfer or merger includes provisions to assure that (i) the salary level of an employee who transfers will not be reduced, (ii) an employee who transfers will be regarded as continuing in the employ of the United States for the purposes of subchapter III of chapter 83 and chapter 87 of title 5, United States Code, and (iii) the receiving organization will deposit currently in the Civil Service Retirement and Disability Fund provided for in section 8348 of title 5, United States Code, the employee deductions and agency contributions required by subchapter III of chapter 83 of title 5, and in the Employees' Group Life Insurance Fund provided for in section 8714 of title 5, United States Code, the employee deductions and agency contributions required by chapter 87 of title 5, United States Code.

"(5) This subpart does not apply to an employee of an agency or a subdivision thereof who, when the agency or a subdivision thereof is replaced by a public non-Federal organization created in whole or in part pursuant to an Act of Congress, is offered employment comparable to his employment in the agency at the time of replacement, or within 90 days of the date of replacement accepts any employment, with the successor public non-Federal organization.

"(6) This subpart does not apply to an employee who, as the result of the transfer of the operation and maintenance responsibilities for a Federal project to a private organization, is offered comparable employment with the private organization or within 90 days of the date of transfer accepts any employment with the private organization.

"(7) This subpart does not apply to an employee who, at the time his activity is transferred to a Federal instrumentality the employees of which are subject to section 2105(c) of title 5, United States Code, because the Federal instrumentality is supported by nonappropriated funds, is offered comparable employment with the Federal instrumentality or accepts any employment with the Federal instrumentality within 90 days from the date of separation.

"(8) This subpart does not apply to an employee in the excepted service serving under a Presidential appointment, under an appointment to a position filled by a noncareer executive assignment under part 305 of this chapter, or under an appointment to a schedule C position in part 213 of this chapter." (Section 550.701(b))

(c) *Applying the coverage requirements.*

(i) As an example of the application of section 550.701(b)(2) above, an employee is employed as a clerk-typist GS-4 ($4,776) in San Diego. The installation where she works is closed and the function transferred to another installation, also in San Diego. The employee is offered the position of clerk-typist GS-3, rate 5 ($4,845) and declines. She is not entitled to severance pay because she declined an equivalent position in her commuting area.

(ii) If the agency cannot offer the employee an equivalent position at the time of the separation from the appointment without time limitation, the fact that it can do so later will not matter. Thus, an offer of an equivalent position during the period of time when severance pay is being paid or when it has been postponed because of temporary employment or at the end of the temporary employment will not defeat the employee's right to full payment.

(iii) Lump-sum payments for annual leave in no way affect entitlement to severance pay.

(iv) An employee who is receiving social security benefits may also be paid severance pay because the Social Security Act is not the type of retirement law or system that would preclude severance pay under section 5595(a)(iv) of title 5, United States Code.

(v) The law ➔excludes from entitlement to severance pay an employee who, at the time of separation, has fulfilled the requirements for an immediate annuity. The statutory exclusion is applicable to any employee who at the time of separation is receiving or is eligible to receive (he need not actually apply) retirement benefits under any Federal military (including a Reserve component) or civilian retirement program. Under the Civil Service Retirement System, an immediate annuity generally commences on the day following an employee's separation, or on the day after the employee's pay ceases and he meets the service and/or age (or disability) eligibility requirements for retirement; a deferred annuity which commences on the separated employee's 62d birthday is also considered to be an immediate annuity if it begins on the day after separation. (See 47 Comp. Gen. 72; 50 Comp. Gen. 46; and B–157753, decided September 3, 1971.)

NOTE: An employee may file an application for disability retirement under the Civil Service Retirement System within one year after separation; however, if approved, the disability annuity will be effective retroactively on the day after the last day in a pay status or on the day after separation from the service. In such a situation, the employee is entitled to an immediate annuity at the time of separation, and is liable for repayment of any severance pay received.

(vi) Although entitlement to an immediate annuity at the time of separation is a bar to severance pay, entitlement to an annuity after separation has no effect on an employee's entitlement to severance pay. In this connection, the Comptroller General has ruled (47 Comp. Gen. 72) that when a former employee receiving severance pay accepts a temporary appointment suspending his severance pay, and during the temporary appointment reaches age 62 with entitlement to a deferred annuity, he is entitled upon expiration of the temporary appointment to resumption of the severance pay concurrently with receipt of the deferred annuity.

(vii) Severance pay was not designed to aid an employee serving in a position with a definite time limitation because his eventual separation is not unexpected and he should therefore be prepared for that certainty. Accordingly, employees serving in TAPER (temporary appointment pending establishment of register) appointments, term appointments, and appointments designated as temporary are not entitled to severance pay upon separation except in certain cases where the temporary appointment follows a nontemporary appointment without a break in service of more than three days (for exception see section 550.704(b)(4)).

(viii) In a transfer of function situation, an employee may decline to transfer with his function and receive severance pay if otherwise eligible (see section 550.705). With respect to an employee who has entered the military service from a civilian position to which he has restoration rights, the Comptroller General has ruled (50 Comp. Gen. 300) that the employee has a right to be reinstated in the civilian service at the place to which his function was transferred, or he may decline to do so and thus become eligible for severance pay on the basis of being involuntarily separated from the civilian service for declining to transfer with his function.←

(ix) It should be noted that first 40 hour-week employees are entitled to severance pay as long as they meet the requirements of both the law and the regulations.

S7–4. BASIC ENTITLEMENT

a. **Law.** "(*b*) *Under regulations prescribed by the President or such officer or agency as he may designate, an employee who—*

"(*1*) *has been employed currently for a continuous period of at least 12 months; and*

"(*2*) *is involuntarily separated from the service, not by removal for cause on charges of misconduct, delinquency, or inefficiency;*

is entitled to be paid severance pay in regular pay periods by the agency from which separated." (Section 5595(b) of title 5, United States Code)

b. **Twelve months continuous service.** *Regulation.* "(d) *Determination of 12 months continuous service.* The requirement of section 5595(b) of title 5, United States Code, is met if the employee on the date of separation has been on the rolls of one or more agencies under one or more appointments without time limitation, or temporary appointments that precede or follow an appointment without time limitation, without any break in service of more than three calendar days for at least the preceding 12 calendar months." (Section 550.704)

c. **Failure to accept assignment.** *Regulation.* "When an employee is separated because he declines to accept assignment to another commuting area →the separation is an involuntary separation not by removal for cause on charges of misconduct, delinquency, or inefficiency for purposes of entitlement to severance pay, unless his position description or other written agreement or understanding provides for such assignments."← (Section 550.705.)

d. **Resignation in lieu of involuntary separation.** *Regulation.* "(a) Except as provided for in paragraph (b) of this section, an employee who is separated because of resignation is deemed to have been involuntarily separated for purposes of entitlement to severance pay, if he has not declined an offer of an equivalent position under section 550.701(b)(2), when he is separated because of resignation (1) after receiving a specific notice in writing by his agency that he is to be involuntarily separated not by removal for cause on charges of misconduct, delinquency, or inefficiency, (2) after receipt of a general notice of reduction in force by his agency which announces that all positions in his competitive area will be abolished or transferred to another commuting area and his resignation is effective on a date which is not more than one year before the abolition or transfer, and (3) after receipt of a notice by his agency proposing to separate him for declining to accompany his activity when it is to be moved to another commuting area because of a transfer of function and when all positions in his competitive area are to be abolished or transferred to another commuting area within a period of not more than one year.

"(b) When the facts and circumstances available to an agency show that a resignation under paragraph (a) of this section is unrelated to the issuance of one of the notices specified in that paragraph, separation of the employee by resignation is a voluntary separation under section 5595 of title 5, United States Code." (Section 550.706)

e. **Separation for military service.** Separation because of entry into the military service is not an involuntary separation without cause for entitlement to severance pay.

→f. **Separation through selection out (National Guard Technicians).** The Comptroller General has ruled (unpublished decision B–172682, June 14, 1972) that National Guard Technicians separated from their civilian positions as a result of losing their military status because of nonselection for promotion, if otherwise qualified, would be entitled to severance pay.←

S7–5. COMPUTATION OF SEVERANCE PAY

a. **Law.** "*Severance pay consists of—(1) a basic severance allowance computed on the basis of one week's basic pay at the rate received immediately before separation for each year of civilian service up to and including 10 years for which severance pay has not been received under this or any other authority and two weeks' basic pay at that rate for each year of civilian service beyond 10 years for which severance pay has not been received under this or any other authority; and*

"*(2) an age adjustment allowance computed on the basis of 10 percent of the total basic severance allowance for each year by which the age of the recipient exceeds 40 years at the time of separation.* "*Total severance pay under this section may not exceed one year's pay at the rate received immediately before separation. For the purpose of this subsection, 'basic pay' includes premium pay under section 5545(c)(1) of this title.*" (Section 5595(c) of title 5, United States Code)

b. **Regulation.** "(1) In computing an employee's civilian service under section 5595(c) of title 5, United States Code, the agency shall include all service that is creditable for annual leave accrual purposes under section 6303 of title 5, United States Code, except that military service shall not be counted unless it interrupts otherwise creditable civilian service. For the purpose of this subparagraph, military service is considered to interrupt civilian service when an employee with a statutory restoration right leaves civilian service creditable for annual leave accrual rate purposes to enter military service, returns to civilian service creditable for annual leave accrual rate purposes within the time limit prescribed for the exercise of the restoration right, and is regarded as having been on furlough or leave of absence during the period of military service.

"(2) In computing an employee's total years of creditable civilian service under subparagraph (1) of this paragraph, the agency shall credit him with each full year and with 25 percent of a year for each three months of creditable civilian service that exceeds one or more full years.

"(3) In computing an employee's years of age over 40 for the age adjustment allowance under section 5595(c) of title 5, United States Code, the agency shall credit him with 25 percent of a year for each three months that his age exceeds 40.

"(4)(i) For entitlement to severance pay under section 5595(a)(2)(ii) of title 5, United States Code, the appointment without time limitation must be one of the appointments specified in section 550.701(b)(1) and the termination from that appointment must have resulted from an involuntary separation not by removal for cause on charges of misconduct, delinquency, or inefficiency. (ii) If an employee retains entitlement to severance pay under section 5595(a)(2)(ii) of that title, 'basic pay at the rate received immediately before separation' under section 5595(c) of that title is that basic rate received immediately before the termination of the appointment without time limitation. (iii) An employee is considered to be serving under an appointment with a definite time limitation for purposes of section 5595(a)(2)(ii) of that title when (a) he accepts an appointment without time limitation in an agency which is scheduled by law or Executive order to be terminated within five years of the date of his appointment, and (b) the scheduled date of termination for the agency has not been extended beyond five years of the date of appointment at the time of the employee's separation.

"(5) The basic pay received immediately before separation for an employee who is in a nonpay status at the time of separation is that basic pay he would receive had he been in a pay status at the time of separation." (Section 550.704(b))

c. **Retained rate.** If at the time of separation, an employee is receiving a retained rate, that rate is his basic pay to be used for purposes of computing severance pay in accordance with section 5595(c) of title 5, United States Code.

d. **Night differential for wage employees.** For purposes of computing severance pay, night differential for wage employees is part of basic pay.

e. **Examples of the computation of severance pay fund.**[1] (1) An employee, 45 years and 2 months of age, is separated involuntarily after 15 years of creditable service under conditions which entitle him to severance pay. His basic weekly pay prior to separation is $100. His severance pay fund is computed as follows:

Basic Severance Allowance + Age Adjustment Allowance=Severance Pay Fund

(1 week basic pay)	$100
(Number of years of service × up to and including 10)	10
	$1,000
(2 weeks basic pay)	$200
+× (number of years exceeding 10)	5
	$1,000
Basic Severance Allowance	$2,000
(10% of Basic Severance Allowance)	$2,000 .10
	$200
+× (number of years age exceeds 40)	5
Age Adjustment Allowance	$1,000
Severance Pay Fund	$3,000

(2) (i) Although section 550.704(b)(4)(ii) of the regulation requires an agency to use as an employee's basic pay that pay he was receiving at the time of involuntary separation from the appointment without time limitation, the employee's years of service and age are computed as of the time of the involuntary separation from the time limited appointment.

(ii) *Example:* Using the facts of example 1, an employee is 45 years and 2 months of age, is separated involuntarily after 15 years of creditable service under conditions which entitle him to severance pay, his basic weekly pay prior to separation is $100. His severance pay fund is $3,000; however, without a break in service, he accepts a term appointment with a different agency which lasts four years. His basic weekly pay is $125 when the term expires. The agency from which he was involuntarily separated must recompute his severance pay fund based on the additional years of service:

$100 (the basic weekly pay when separated from the appointment without time limitation)×10	$1,000
$200 (basic two weeks pay etc.)×9 (he now has 19 years of service)	1,800
	2,800
$2,800×10%=$280×9 (he is now 49)	2,520
	5,320

Since he will be paid at the same basic rate when involuntarily separated, i.e., $100 a week, and his severance pay cannot exceed 52 weeks, the maximum severance pay he will receive is $5,200, although his fund is $5,320.

(3) A GS–5/1 employee holds a position for which the incumbent is scheduled to work a yearly tour consisting of a full-time tour of 20 pay periods and a part-time tour, consisting of 20 hours a week, for six pay periods. At the time of separation the employee's basic biweekly pay for the full-time tour is $220.80; his basic biweekly pay for the part-time tour is $110.40. For purposes of computing and paying severance pay under section 550.704(a)(3) and (b)(6), his basic pay per pay period is $195.32 (i.e., ($220.80×20)+($110.40×6)÷26=$195.32).

(4) A GS–5/1 employee works a seasonal standby tour. During the standby season he is paid an additional annual rate of 25 percent under 5 U.S.C. 5545(c)(1). The standby tour is scheduled for 10 pay periods out of the year, and for the remaining 16 pay periods the employee works a normal full-time tour of duty. At the time of separation the employee's biweekly pay during his standby tour is $276.00, and during the normal full-time tour it is $220.80. For purposes of computing and paying severance pay under section 550.704(a)(3), his basic pay per pay period is $242.03 (i.e., ($276.00×10)+($220.80×16)÷26=$242.03). (Rates of pay used in examples (3) and (4) are based on those in Salary Table No. 50.)

f. **Limitation.** Total severance pay under this section may not exceed one year's pay at the rate received immediately before separation. The Comptroller General has ruled (B–157753, February 13, 1967) that the term "one year's pay" is pay for 26 biweekly pay periods. Therefore, the maximum limitation of severance pay is the amount equal to pay at the rate received immediately before separation for 26 biweekly pay periods of 80 hours each for full-time employees paid under the General Schedule.

---

[1] See also service and age factor tables in appendix F to book 550 for use in computing an employee's severance pay fund.

S7–6. PAYMENT OF SEVERANCE PAY

a. **Regulation.** "(1) Except as provided in subparagraphs (2) or (3) of this paragraph, on an employee's separation, the agency shall compute his severance pay fund, and shall pay him at the same pay period intervals as if still employed the same amount as his basic pay for the pay period immediately before separation until the severance pay fund is exhausted, except that the final payment shall consist only of that portion of the severance pay fund remaining.

"(2) For a postal substitute, the basic pay for the pay period immediately before separation as required in subparagraph (1) of this paragraph, is the average number of hours in a pay status per pay period for the 26 pay periods immediately before separation, or 80 hours, whichever is less, times the hourly rate of pay in effect at the time of separation.

"(3) For an employee who serves in a position in which he regularly alternates between (i) receiving additional annual pay under section 5545(c)(1) of title 5, United States Code, and not receiving such additional annual pay, (ii) receiving a night differential which is considered a part of basic pay and not receiving a night differential which is considered a part of basic pay, or (iii) full-time and part-time tours of duty, the basic pay for the pay period immediately before separation, as required by subparagraph (1) of this paragraph, is the average basic pay for the position for the 26 pay periods immediately before separation, computed on the basis of the basic rate of pay in effect at the time of separation." (Section 550.704(a).)

[Note: While a night differential is not part of basic pay for salaried employees, including those under the General Schedule, the Comptroller General has ruled (23 Comp. Gen. 962; 26 Comp. Gen. 212 and B–170675, Novenber 4, 1970) that a night differential is part of basic pay for wage employees.]

b. **Deductions.** Payment of severance pay is at the same basic rate and interval as the employee received immediately before separation until the severance pay fund is exhausted; however, no deductions will be made other than withholdings for Federal and State income tax purposes and FICA tax when the employee was subject to FICA at the time of separation from the position giving rise to severance pay. Since there are no deductions other than those indicated, the separated employee's take home pay will be greater than it was before separation.

c. **Death.** (1) *Law.* "*(e) If the employee dies before the end of the period covered by payments of severance pay, the payment of severance pay with respect to the employee shall be continued as if the employee were living and shall be paid on a pay period basis to the survivor of the employee in accordance with section 5582(b) of this title.*" (Section 5595(e) of title 5, United States Code)

(2) *Death before separation.* Section 5595(e) of title 5, United States Code, clearly states that severance pay entitlement arises at the time of separation. Therefore, if an employee dies before he is off the rolls his survivors may not receive severance pay. This applies even under section 550.706(a) of the regulation when death occurs after receipt of notice of separation and the submission of an affirmative resignation but before the employee is actually separated by resignation.

d. **Postponement of payments.** *Regulation.* "(a) When after a break in service of more than three days, an employee who is entitled to severance pay accepts one or more temporary appointments of one year or less (including any authorized temporary extensions thereof),

Reproduced from poor document.

the agency which separated him shall suspend the payment of severance pay for the duration of the appointment and shall, at the termination of the appointment, continue the payment of severance pay fund as prescribed by this subpart and section 5595 of title 5, United States Code. The period of service covered by such an appointment is not creditable for purposes of computing the severance pay it interrupts.

"(b) When, without a break or after a break in service of three days or less, an employee who is entitled to severance pay accepts one or more temporary part-time or temporary intermittent appointments (including any authorized temporary extensions thereof), the agency which separated him shall suspend and then continue the payment of severance pay exactly as prescribed by paragraph (a) of this section." (Section 550.707)

e. **Temporary reemployment.** An employee may accept more than one temporary appointment without losing his severance pay as long as each appointment does not exceed one year; or, if it does exceed one year, as long as the appointment has been temporarily extended under proper authority.

S7-7. RECREDIT OF SERVICE

a. **Law.** "*(d) If an employee is reemployed by the Government of the United States or the government of the District of Columbia before the end of the period covered by payments of severance pay, the payments shall be discontinued beginning with the date of reemployment and the service represented by the unexpired portion of the period shall be discontinued beginning with the date of reemployment and the service represented by the unexpired portion of the period shall be recredited to the employee for use in any later computations of severance pay. For the purpose of subsection (b)(1) of this section, reemployment that causes severance pay to be discontinued is deemed employment continuous with that serving as the basis for severance pay.*" (Section 5595 of title 5, United States Code)

b. **Regulation.** "When an employee is reemployed and entitled to a recredit of service under section 5595(d) of title 5, United States Code, the agency which reemploys him need only record the number of weeks of severance pay hitherto received. Should the employee become entitled to severance pay upon subsequent separation, the agency shall compute his severance pay fund at the time of the subsequent separation on the basis of all his creditable service and his current age and shall deduct from the number of weeks it will take to exhaust the severance pay fund, as recomputed at the time of his subsequent separation, the number of weeks for which the employee previously received severance pay." (Section 550.704(c))

c. **Recredit of service.** Since the number of weeks over which severance pay may be paid at any given time cannot exceed 52 weeks (section 5595(c) of title 5, United States Code), it follows that there is a lifetime 52-week limit on the number of weeks an employee can ever become entitled to severance pay. But until the employee has received a total of 52 weeks pay, there is nothing to preclude him from fully receiving, each time, that amount of severance pay he has rightfully earned. ➔Thus, for example, if an employee with eight years service was separated and paid eight weeks of severance pay, and then subsequently reemployed for four additional years and separated, on the second separation the employee would be entitled to six weeks of severance pay. This is based on the employee's total entitlement to 14 weeks of severance pay (12 years of total service equals 14 weeks of severance pay), from which must be subtracted the eight weeks of severance pay previously received. (See unpublished Comptroller General decision B–175384, April 20, 1972.)←

d. **Example of computation involving recredit of service.** An employee, 45 years and 2 months of age, is separated involuntarily after 15 years of creditable service under conditions which entitle him to severance pay. His basic weekly pay before separation is $100. His severance pay fund is computed as follows:

$100×10	$1,000
$100×(5×2)	$1,000
Basic severance allowance	$2,000
$2,000×10%	$200 ×5
Age adjustment allowance	$1,000
Total	$3,000

Severance pay fund equals $3,000. It will thus take 30 weeks to pay him his entire severance pay ($3,000 divided by $100). After receiving payments for 10 weeks and one day, he is reemployed and the payments cease. He works for two years and seven months and is again separated under circumstances entitling him to severance pay. He is now 47 years and 11 months old. His basic weekly pay before separation is $125. His severance pay fund is computed as follows:

$125×10	$1,250
$125×(7½×2)	$1,875
Basic severance allowance	$3,125.00
$3,125×10%	$312.50 ×7¾
Age adjustment allowance	$2,412.88
Total	$5,546.88

The severance pay fund equals $5,546.88. It will take 45 weeks ($5,546.88 divided by $125) to pay him his entire severance pay. Since he has already received 10⅕ weeks severance pay, these 10⅕ weeks (10⅕ times $125=$1,275) are deducted from the severance pay fund ($5,546.88 minus $1,275=$4,271.88) and he is entitled to the remainder; this amounts to 34 weeks of severance pay at $125 and the last week of severance pay at $21.88 ($4,271.88 divided by $125).

e. **Verification of service.** When an employee is being separated under conditions which give rise to entitlement to severance pay, his agency should make every effort to verify all service that will be used in determining his total severance pay. When, however, the agency has made every effort but is unable for whatever reason to verify the service, the agency may accept the employee's affidavit.

f. **Notice.** (1) *Agencies.* In order to preclude overpayments of severance pay the employing agency must cooperate with, and notify, the agency responsible for the severance pay fund immediately upon employing a former employee who is receiving severance pay or is entitled to receive this kind of pay when the employee accepts employment that postpones or discontinues his severance pay. The notification should be given to the losing (paying) agency by the quickest means available. If necessary the notification should be made by telephone or wire and later confirmed by a copy of the SF 50.

(2) *Employees.* It is suggested that agencies notify employees receiving severance pay that reemployment with the Federal Government or the government of the District of Columbia discontinues the payment of severance pay and that, to avoid having to make a refund, it would be in their interest to notify the paying office (whose address and telephone number should be supplied) of any reemployment that might affect their entitlement. This is particularly important in congressional employment because there is no established way for an agency to determine that a former employee who is receiving severance pay has obtained congressional employment, other than by personal notification from the employee himself. If severance pay is not discontinued, a refund will have to be made.

S7–8. SERVICE WITH COUNTY COMMITTEES

Regulation. "For purposes of computation, payment, and termination of severance pay under section 5595 of title 5, United States Code, and this subpart, service by persons as employees of the county committees established pursuant to section 8(b) of the Soil Conservation and Domestic Allotment Act (16 U.S.C. 590(b)) is considered to be service with an agency." (Section 550.798)

best copy available

Reproduced from poor document.

S7–9. LIMITATIONS ON USES OF SEVERANCE PAY

Law. "*(f) Severance pay under this section is not a basis for payment, and may not be included in the basis for computation, of any other type of United States or District of Columbia Government benefits. A period covered by severance pay is not a period of United States or District of Columbia Government service or employment.*" (Section 5595 of title 5, United States Code)

S7–10. RECORDING

The following information will be included in the *Remarks* space of the Standard Form 50 for each employee who is involuntarily separated from the service under conditions which entitle him to severance pay:

(a) A statement that the employee is or is not entitled to severance pay.

(b) If entitled to severance pay the total amount of the severance pay fund.

(c) The amount of the weekly pay.

(d) The number of weeks it will require to exhaust the fund.

(e) The date payments begin.

Thus, a typical recordation might read "Entitled to $3,500 severance pay fund to be paid at rate of $110 per week over 32 weeks beginning December 31, 1965."

Subchapter S–8. Backpay

S8–1. INTRODUCTION

Section 5596 of title 5, United States Code, and implementing regulations in Subpart H of Part 550 of Title 5, Code of Federal Regulations (CFR), authorize the payment of backpay and reasonable attorney fees for the purpose of making an employee financially whole (to the extent possible) when, on the basis of a timely appeal or an administrative determination (including a decision relating to an unfair labor practice or a grievance), an appropriate authority finds that the employee was affected by an unjustified or unwarranted personnel action that resulted in the withdrawal, reduction, or denial of all or part of the pay, allowances, and differentials, otherwise due the employee. The purpose of this subchapter is to supplement the law and regulations with additional guidance on backpay and reasonable attorney fees under the backpay law.

S8–2. COVERAGE

This subchapter applies to employees or former employees of (1) an Executive agency (other than the Tennessee Valley Authority), as defined by section 105 of title 5, United States Code; (2) the Administrative Office of the United States Courts; (3) the Library of Congress; and (4) the Government Printing Office.

S8–3. DEFINITIONS

For the benefit of the reader, the definitions that appear in the regulations (5 CFR 550.803) are listed below. Some of the definitions require further clarification.

"Agency" has the meaning given that term in section 5596(a) of title 5, United States Code. See S8–2 for complete information.

"Appropriate authority" means an entity having authority in the case at hand to correct or direct the correction of an unjustified or unwarranted personnel action, including (a) a court, (b) the Comptroller General of the United States, (c) the Office of Personnel Management, (d) the Merit Systems Protection Board, (e) the Equal Employment Opportunity Commission, (f) the Federal Labor Relations Authority, (g) the Foreign Service Labor Relations Board, (h) an arbitrator in a binding arbitration case, and (i) the head of the employing agency or another official of the employing agency to whom such authority is delegated.

It is important to note that exclusion of an entity from those listed in the definition of "appropriate authority" does not prevent that entity from authorizing backpay when it has independent authority to do so. In addition, an entity listed in the definition is to be considered an "appropriate authority" only if, *in the case at hand*, it has authority to correct or direct the correction of an unjustified or unwarranted personnel action. An entity may be an "appropriate authority" in one case, but not in another.

"Collective bargaining agreement" has the meaning given that term in section 7103(a)(8) of title 5, United States Code, and (with respect to members of the Foreign Service) in section 1002 of the Foreign Service Act of 1980 (22 U.S.C. 4102(4)).

"Employee" means an employee or former employee of an agency. The backpay law applies to employees or former employees who, *while employed by the Federal Government*, were affected by an unjustified or unwarranted personnel action that resulted in a loss of pay and to former employees who are improperly denied a statutory reemployment right.

"Grievance" has the meaning given that term in section 7103(a)(9) of title 5, United States Code, and (with respect to members of the Foreign Service) in section 1101 of the Foreign Service Act of 1980 (22 U.S.C. 4131). Such a grievance includes a grievance processed under an agency administrative grievance system established under Part 771 of this chapter.

"Pay, allowances, and differentials" means monetary and employment benefits to which an employee is entitled by statute or regulation by virtue of the performance of a Federal function.

The term "pay, allowances, and differentials" is defined in general terms as a single entity because it is impractical and unnecessary to distinguish among pay, allowances, and differentials received by Federal employees. As long as a monetary or employment benefit received by a Federal employee is one that the employee is entitled to by statute or regulation and is received by virtue of the performance of a Federal function, it constitutes, "pay, allowances, and differentials" within the meaning of this definition.

"Pay, allowances, and differentials" includes, but is not limited to, the following:

(a) an employee's rate of basic pay, as increased by any applicable statutory or administrative pay adjustments;

(b) premium pay entitlements under title 5, United States Code; the Fair Labor Standards Act of 1938, as amended; and any other applicable premium pay statutes or regulations;

(c) allowances and differentials, such as pay for intermittent duty involving physical hardship or hazard, environmental differential, living quarters allowance, post differential, cost-of-living allowance, separate maintenance allowance, remote worksite allowance, uniform allowance, medical treatment allowance, physicians comparability allowance, and special pay for physicians and dentists under Public Law 94–123;

(d) paid leave;

(e) coverage under the Civil Service Retirement System or any other Federal employee retirement system; and

(f) benefits received under the Federal employee health benefits and group life insurance programs *prior to retirement*.

"Unfair labor practice" means an unfair labor practice described in section 7116 of title 5, United States Code, and (with respect to members of the Foreign Service) in section 1015 of the Foreign Service Act of 1980 (22 U.S.C. 4115).

"Unjustified or unwarranted personnel action" means an act of commission or an act of omission (i.e., failure to take an action or confer a benefit) that an appropriate authority subsequently determines on the basis of substantive or procedural defects, to have been unjustified or unwarranted under applicable law, Executive order, rule, regulation, or mandatory personnel policy established by an agency or through a collective bargaining agreement. Such actions include personnel actions and pay actions (alone or in combination).

In the case of an act of omission, the act is considered to be "unjustified or unwarranted" only if it is in violation of a specific provision mandating the action that was not taken. For example, when an employee is detailed to a higher-graded position for longer than the maximum period of time permitted without obtaining prior OPM approval, the employee has no entitlement to backpay unless an agency has established a mandatory policy, either unilaterally or through a negotiated agreement, providing for temporary promotion (unpublished Comptroller General decision B–203564, May 25, 1982, unpublished Comptroller General decision B–200000, May 25, 1982). The class of personnel actions that are "unjustified or unwarranted" is broader than the class of personnel actions that result in the withdrawal, reduction, or denial of pay, allowances, and differentials. However, only the latter class of personnel actions creates an entitlement to backpay.

Unjustified or unwarranted personnel actions may include, but are not limited to, separation, removal, suspension, furlough without pay (see S8–5), demotion, reduction in pay, enforced leave, resignation that is subsequently determined to have been coerced, failure to reemploy a career employee who had reemployment rights, failure to promote in accordance with mandatory requirements of an agency policy or a collective bargaining agreement, and denial of overtime work in violation of mandatory agency regulations or a collective bargaining agreement. Personnel actions are recorded on Standard Form 50 or 50A (or an OPM exception thereto). Overtime is recorded on the time and attendance record.

S8–4. DETERMINING ENTITLEMENT TO BACKPAY

a. Entitlement. An employee is entitled to backpay under section 5596 of title 5, United States Code, and the regulations prescribed by the Office of Personnel Management, only if an appropriate authority finds that an unjustified or unwarranted personnel action actually resulted in the withdrawal, reduction, or denial of all or part of the pay, allowances, and differentials otherwise due the employee. During the course of its deliberations, the appropriate authority may require that the employee provide documentation to show that he or she was affected by an unjustified or unwarranted personnel action and/or that the action actually resulted in the withdrawal, reduction, or denial of all or part of the pay, allowances, and differentials otherwise due the employee. Similarly, the appropriate authority may also require such documentation from the employing agency. Neither the statute nor the implementing regulations specifies that the burden of proving or disproving the contentions of either party falls, in every case, on either the employee or the agency. The statute and regulations simply require that the *appropriate authority* make a positive finding on both issues before the employee becomes entitled to backpay.

When an employing agency acts as an appropriate authority with respect to one of its own employees in an administrative adjudication process totally under its own control, the employing agency bears a special burden to ensure that the views of the employee, as well as of the employing agency itself, are fully heard. Therefore, employing agencies are encouraged to establish written procedures to guarantee the integrity of the process. For agencies covered by Part 771, a grievance procedure established under that part normally satisfies this requirement. In virtually every case of this kind, the employee has another recourse available to him/her outside the employing agency—if not to an administrative agency, such as the Merit Systems Protection Board, the General Accounting Office, or the Equal Employment Opportunity Commission, then to a Federal court. Federal agencies have a special responsibility to avoid costly litigation beyond the administrative process, for the Government may become liable for backpay and reasonable attorney fees, even if the payment is not made from funds appropriated to the agency itself (as when the payment is made from the judgment fund established under 31 U.S.C. 724a).

b. Exercise of agency authority. Agency heads are strongly encouraged to delegate authority to operating officials at the lowest level of the organization, consistent with law, regulation, and sound personnel management to determine when a personnel action is unjustified or unwarranted, and whether the provisions of section 5596 of title 5, United States Code, are applicable. In making this determination, the official designated as the appropriate authority must determine (1) whether the act of commission or of omission was unjustified or unwarranted under applicable law, Executive order, regulation, or *mandatory* (nondiscretionary) personnel policy established by an agency or through a collective bargaining agreement, and (2) whether the unjustified or unwarranted personnel action resulted in a loss of pay, allowances, and differentials. The determination, when made, must be in writing.

c. Binding arbitration. If an action is subject to binding arbitration, then the decision of the arbitrator, if otherwise proper, becomes the decision of the agency head. A binding arbitration award is to be given the same weight as any other exercise of administrative discretion by the agency head, unless there is a finding by the Federal Labor Relations Authority, Foreign Service Labor Relations Board, the Comptroller General, or a court having jurisdiction that an arbitration award is contrary to applicable law, Executive order, or applicable regulations.

d. Timeliness. Under 5 CFR 550.804(b), an agency has the authority to establish a time limit within which an appeal, grievance, claim, complaint or charge must be filed. However, late filing does not prevent an agency from exercising its discretion to make an administrative determination concerning an unjustified or unwarranted personnel action providing that the statute of limitations is not exceeded. (See S8–6b.)

e. Settlement of backpay cases. OPM strongly favors a policy of encouraging settlements in appropriate cases. Therefore, OPM will regard procedures permitting settlement of an unfair labor practice charge, or discrimination complaint, without requiring an admission of wrongdoing *as a part of the settlement agreement itself,* to be in compliance with 5 U.S.C. 5596 and the implementing regulations. Nevertheless, 5 CFR 550.804(c) requires a written determination that the employee was affected by an unjustified or unwarranted personnel action. (See also ◆ section S8–9. ◆)

◆ Questions concerning settlements involving repayment of erroneous refund or annuity payments and questions concerning the impact of settlements on the amount of annuity benefits should be referred to OPM, Office of Retirement and Insurance Policy. To ensure that settlement provisions involving refund or annuity payments may be implemented by OPM, a copy of any such proposed settlement agreement should be sent, before it is finalized, to the U.S. Office of Personnel Management, Office of Retirement and Insurance Policy, Retirement Policy Division, Room 4351, 1900 E Street, N.W., Washington, D.C. 20415. OPM will review the proposed settlement agreement and provide the agency with a verbal or written response as quickly as possible. ◆

S8–5. METHODS OF CORRECTING UNJUSTIFIED OR UNWARRANTED PERSONNEL ACTIONS

a. General. When an appropriate authority corrects or directs the correction of an unjustified or unwarranted personnel action, the employee shall be deemed to have performed service in the agency during the period covered by the corrective action and the agency shall compute, for the period covered by the corrective action, the pay, allowances, and differentials of the employee as if the improper personnel action had not occurred. In no case, however, will the employee be granted more pay, allowances, and differentials under the backpay law than he or she would have been entitled to if the improper personnel action had not occurred. When an employee's total interim earnings (including those from other Federal employment) exceed the total amount of backpay, the excess amount may be retained by the employee. (See unpublished Comptroller General decision B-194777, dated October 30, 1979.)

When an employee has been separated, corrective action is completed on the date the agency has reasonably set, with written notice to the employee, for his or her return to duty. Until that date, the erroneous action is in effect. Failure by the employee to report for duty on the date set by the agency may result in his or her being charged annual leave, if available, leave without pay, or absence without leave for the period from the date set for return of the employee to work until the date the employee actually returns to work. However, an employeee who resigns instead of returning to active duty is still entitled to backpay, since there is no requirement that the employee must return to duty (36 Comp. Gen. 762 (1957)).

b. Retroactive approval of an action. As a general rule, a personnel action may not be made retroactive so as to increase the rights of an employee to compensation. Exceptions to this rule, and cases where backpay may be awarded, are where an *administrative* or *clerical* error (1) prevented a personnel action from being effected as originally intended, (2) resulted in nondiscretionary administrative regulations or policies not being carried out, or (3) deprived an employee of a right granted by statute or regulation (58 Comp. Gen. 51 (1978)).

(1) Administrative error. In determining whether a personnel action was prevented from being effected as intended, a distinction must be made between those errors that occur prior to approval of the action by the properly authorized official and those that occur after such approval, but before the acts necessary to effect the personnel action have been fully carried out. The rationale for drawing the distinction is that the individual with authority to approve actions also has the authority not to approve them, unless the exercise of disapproval authority is constrained by statute, administrative policy, regulation, or the terms of a collective bargaining agreement. Where the error occurs before discretion is exercised, administrative intent to act at any particular time cannot be established. After the action has been approved, all that remains to effectuate it is a series of ministerial acts. In that case, since administrative intent is established, a retroactive effective date with backpay as a remedy for failure to accomplish those ministerial acts is appropriate (58 Comp. Gen. 59 (1978)).

(a) Lost or misplaced documents. When an employee's career-ladder promotion is delayed because the original promotion request was lost in the mail prior to its approval by the properly authorized official, there is no basis for an award of backpay. In the absence of a nondiscretionary requirement mandating promotion within a particular time frame in accordance with specified criteria, the delay in processing the promotion does not constitute administrative error of a nature that will support retroactive promotion (58 Comp. Gen. 59 (1978)).

(b) Delayed or improperly initiated personnel action request. Delay of a promotion because the supervisor failed to properly initiate a promotion recommendation does not provide a basis for retroactively effecting the promotion *when* the agency's instructions provide that promotion under the training and development program is discretionary rather than mandatory (unpublished Comptroller General decision B-181238, Dec. 21, 1976). However, delay of a quality step increase (QSI) may constitute an unjustified or unwarranted personnel action when an agency's procedures, or the terms of a collective bargaining agreement, state that a recommendation be acted upon within a specific time frame.

For example: On July 24, 1975, an employee was recommended for a QSI by his/her immediate supervisor. The following day, in conformity with the routine procedures, the recommendation was forwarded to the approving official. However, the approving official did not approve the recommendation until July 8, 1976, almost a year later. Standard procedures of the agency require approval or disapproval of the QSI within 30 days after receipt by the approving official. Failure to act for almost a year upon a QSI recommendation for reasons unrelated to performance was improper and tantamount to an unjustified or unwarranted personnel action and, as such, permits an exception to the rule prohibiting a retroactive salary increase (unpublished Comptroller General decision B-192372, January 2, 1979, citing 55 Comp. Gen. 836 (1976) and 56 Comp. Gen. 57 (1976)).

(c) Administrative error-retirement. If an employee exercises his or her option to retire, and the decision to retire was based upon an administrative error in the computation of the employee's creditable service, the employee is entitled to backpay because the premature retirement stemmed from an administrative error (unpublished Comptroller General decision A–59740, July 17, 1967, and *id* B–174199, December 14, 1981). However, when an employee voluntarily retires, the agency questions or disputes the employee's eligibility, and OPM subsequently determines that the claimant lacked sufficient creditable service to meet requirements for optional retirement, the employee is not entitled to backpay under section 5596 of title 5, United States Code, since the personnel action was not unjustified or unwarranted (unpublished Comptroller General decision B–166180, April 21, 1969).

(1) Mandatory personnel policy. A mandatory personnel policy is any personnel policy established by an

agency or through a collective bargaining agreement that requires the agency to take a prescribed action under stated conditions or criteria. Action which must or may not be taken, as well as conditions and criteria under which that action must or may not be taken, must be prescribed in the collective bargaining agreement or in agency regulations or policies.

Agencies may limit their discretion so that under specified conditions it becomes mandatory to take certain actions at certain times. However, the Comptroller General has held that the mere inclusion in a bargaining agreement or agency policy of a provision such as one calling for consistent and equitable application of merit promotion principles does not make that provision mandatory in a given situation. The policy must define the action which must be taken. Thus, a finding that an action which was delayed was "inequitable" and in violation of a policy statement about applying certain principles in an equitable manner does not provide a basis for retroactive correction of the action. (58 Comp. Gen. 59 (1978).) Further, the failure to treat an employee in precisely identical or equal manner to other similarly situated employees does not constitute an unjustified or unwarranted personnel action (unpublished Comptroller General decision B–182950, January 23, 1978).

Part of the determination to be made under S8–4 (Determining Entitlement to Backpay) involves a finding which must clearly establish that the claimant was directly affected by the unjustified or unwarranted personnel action. For example, in the case in which an employee alleges that he or she was improperly denied a promotion and an appropriate authority makes a finding that a mandatory personnel policy has been violated, the employee, nonetheless, would not be eligible for backpay if the employee would have been only one of several qualified candidates for the promotion and the factual record does not clearly establish that the employee would have been selected. Such an employee, however, would be entitled to backpay if it is clearly established by appropriate authority that the employee would have been selected for the promotion if the unjustified or unwarranted personnel action had not occurred (54 Comp. Gen. 435 (1974)). Absent such a finding, backpay is not appropriate. (Note: Entitlement to priority consideration for promotion does not in and of itself guarantee promotion, and an award of retroactive promotion solely on the basis of denial of priority consideration does not meet the criteria of 5 U.S.C. 5596 and should not be made.)

There are two types of cases that illustrate typical situations in which acts of omission have led to a denial of pay. In one case, a collective bargaining agreement provided that employees assigned to a higher grade for 30 consecutive workdays were to be temporarily promoted and paid at the higher grade for the remainder of the temporary assignment. Certain employees were given the duties of a higher grade for more than 30 days, but were not formally detailed to the higher grade level. The arbitrator found that the contract provisions required that such employees be temporarily promoted and be awarded temporary promotion with backpay. The Comptroller General upheld the arbitrator's decision (57 Comp. Gen. 536 (1978)). This decision fell within a long established rule of the Comptroller General. Although an employee has no vested right to promotion at any specific time, an agency, through a collective bargaining agreement or by agency regulation, may limit its discretion so that under specific circumstances it becomes mandatory to make a promotion on a certain date (54 Comp. Gen. 403 (1974); 54 Comp. Gen. 538 (1974); 55 Comp. Gen. 42 (1975)).

In another case, a promotion was approved by the appropriate authorizing official, but, due to a clerical error, the effective date was delayed. It was held that retroactive promotion and backpay were appropriate because the promotion had been approved by the appropriate authorizing official (54 Comp. Gen. 538 (1974)). However, the Comptroller General has distinguished that circumstance from the one in which a clerical error delays the approval of a promotion by the appropriate authorizing official (58 Comp. Gen. 59, 61 (1978)).

(2) Deprivation of statutory or regulatory rights. Involuntary leave. Except as provided below, when an employee indicates that he/she wishes to return to duty after a period of leave for health reasons, the agency may require the employee to provide appropriate medical documentation from his/her personal physician. After the agency receives and reviews the medical documentation, refusal by the agency to permit the employee to return to duty is an unjustified and unwarranted personnel action if the medical documentation is sufficient for the agency to determine that the employee is able to return to duty without being a hazard to himself/herself, other persons, or Government property. Under section 5596 of title 5, United States Code, the period of involuntary leave from the time of receipt of adequate medical documentation must be regarded as time worked and the leave and other benefits must be restored (unpublished Comptroller General decision B–170092, September 1, 1970).

The agency may require a medical examination when the employee occupies a position which has medical retention standards established under Part 339 or established and approved occupational/environmental standards and when the agency, after receiving and reviewing medical documentation, has determined that it cannot support the request without verification of the clinical findings and current clinical status.

If an employee occupies a position which has a medical retention standard is disqualified from performing the duties of the position as the result of a work related injury or illness, and in receipt of injury compensation, the agency, in accordance with 5 CFR 353.304(b), is required to place the employee in a position for which he or she is professionally and physically qualified, for up to 1 year from the date the injury compensation commenced. The Comptroller General has ruled in unpublished Comptroller General decision B–195213, July 5, 1978, that failure by the agency to place the employee in such a position, once the employee has requested a return to duty, is an unjustified or unwarranted personnel action.

Since an employee must be ready, willing, and able to work, the period of absence while in receipt of injury compensation prior to the request to return to work *may not* be included in the backpay determination. However, a backpay award must be made from the date the employee requests restoration until the agency complies with the request, if the agency does not restore the employee for an excessive amount of time. In determining the backpay award, the Comptroller General has ruled that the amount of injury compensation covering the period from which the agency refused to restore the employee through the date of restoration, must be deducted from the award.

The placing of an employee on "involuntary" sick or annual leave pending the Office of Personnel Management's decision on a disability retirement application does not constitute an unjustified or unwarranted personnel action when, based on medical documentation, the agency determines that the employee is incapacitated to perform his/her normal duties, there are no reasonable alternatives to enforced leave, and the action is not for personal, disciplinary reasons. (See MSPB Case No. DC 07528210678, May 24, 1982.)

c. Exclusion of reclassification actions. 5 U.S.C. 5596(b)(2) states that the backpay statute does not apply to any reclassification action. The purpose of this prohibition is to prevent payment of backpay to an employee who prevails in a classification appeal.

The general rule is that an employee of the Government is entitled only to the salary of the position to which he is actually appointed, regardless of the duties he performs. (*United States* v. *Testan*, 424 U.S. 392 (1976).) When, through the accretion of duties, an employee performs at a grade level higher than the grade he or she holds, he or she is not entitled to the salary of the higher position *unless* and *until* he or she is successful in obtaining reclassification of his or her position and promotion to the higher grade. It is well established that when an agency reclassifies a position to a higher grade, it must, within a reasonable time after the date of final position classification, either promote the employee if otherwise qualified or remove the employee from the higher graded position. OPM's regulations provide that a promotion action shall be effected no later than the beginning of the fourth pay period following the date of the reclassification action, and this time period has been considered reasonable by the Comptroller General (53 Comp. Gen. 216 (1973)). If an employee is retained in the higher graded position after final reclassification action and the agency fails to act in a timely manner, the employee is entitled to a retroactive promotion effective no earlier than the date of reclassification and no later than the beginning of the fourth pay period after the date of final position reclassification.

d. Discrimination cases. When an agency, an arbitrator, or the Equal Employment Opportunity Commission (EEOC) finds that an employee was discriminated against, the remedial actions provided for in EEOC's regulations take precedence over the prohibition against the payment of backpay in a reclassification action.

S8–6. CLAIMS FOR BACKPAY

a. Filing a claim. When backpay is the likely consequence of a grievance or an appeal action, the employee need not file a separate claim for backpay. However, when the matter to be decided is the appropriate treatment of pay that is not specifically the subject of a grievance or appeal, the employee should file the claim in writing, addressed to the agency where the unjustified or unwarranted personnel action took place (or appropriate successor office). It should provide appropriate identifying information pertinent to the claim and such offer of proof and pertinent documents as the employee possesses to substantiate the claim. Statements from management officials having knowledge pertinent to the claim may be accepted. The claim should contain the claimant's original signature and address (or that of a properly designated agent).

b. Time limits. Under 31 U.S.C. 71a, claims must be received in the U.S. General Accounting Office (GAO) within 6 years after the date such claim first accrued. In order to protect the rights of claimants, and to "stop the 6-year clock", claims received by agencies where the right of payment accrued 4 years or more prior to the date of receipt of the claim and which cannot be promptly approved and paid in the full amount claimed should immediately be forwarded to GAO, Claims Group, Washington, D.C. 20548, with a request that the claim be recorded and returned to the agency for action.

c. Disposition of the claim. The agency should designate an appropriate management representative to review the claim and prepare a report of findings and recommendations. The employing activity should then advise the claimant that the claim is approved or denied. Approved claims may be paid by the employing activity. If doubt exists that a claim should be approved, the claim may be forwarded to GAO for a decision. Claim files should be maintained in accordance with the GSA file disposition schedule.

S8-7. BACKPAY COMPUTATIONS

a. Introduction. Restoration of an employee to his/her former position after cancellation of an unwarranted personnel action involves adjustments in the amount of backpay and other benefits due an employee. The following information provides guidance in the computation of backpay and the necessary deductions to be made from backpay.

In computing the amount of gross backpay due an employee after correction of an improper personnel action, an agency must include premium pay and any changes which would affect the amount of pay, allowances, or differentials which the employee would have earned if the unjustified or unwarranted personnel action had not occurred. The computation of the net backpay to which an employee is entitled is a three step process. (1) Interim net outside earnings must be deducted from the gross backpay due the employee. (2) Erroneous payments received from the Government as a result of an unjustified or unwarranted personnel action must be deducted from net backpay due the employee. (3) Other authorized deductions such as retirement deductions computed on gross basic pay for the period of separation, Federal and State taxes computed on net backpay after deductions for interim net earnings, and health benefits premiums, if any, may be made from the remaining backpay due the employee.

b. Computation of gross backpay. (1) Period of time to be included. Under 5 CFR 550.805(c) an agency may not include any period during which the employee was not ready, willing, and able to perform his/her duties because of an incapacitating illness, except that the agency must grant, upon request of the employee, any sick or annual leave to the employee's credit to cover the period of incapacity by reason of illness or injury; nor may an agency include any period during which the employee was unavailable for performance of his/her duties for reasons not related to, or caused by, the unjustified or unwarranted personnel action.

(2) Within-grade increases. In computing an employee's pay, it is necessary to include any within-grade increases to which the employee became entitled during the period covered by the corrected personnel action. When the grant or denial of a within-grade increase requires an acceptable level of competence determination under Subpart D, Part 531, of Title 5, Code of Federal Regulations, the requirements for such a determination, including the right of reconsideration and appeal, must be followed (even though the determination is made retroactively) before the within-grade increase may be included in the computation of the amount of backpay due the employee. It should be noted that the regulations governing within-grade increases waive the requirement for an acceptable level of competence determination when the employee had less than 60 days of service during the final 52 calendar weeks of the waiting period because of the unjustified and unwarranted personnel action. (See 5 CFR 531.409(d), and book 531, FPM supplement 990-2, S4-8c.)

(3) Merit Pay Increases. When a merit pay employee is restored to duty following an unjustified or unwarranted suspension or separation, during which period the employee would otherwise have become eligible for a merit pay increase, it is necessary to determine the amount of the merit pay increase for the purposes of computing the employee's backpay entitlement and to determine the employee's rate of basic pay upon restoration. If the employee was in a duty status and covered by a performance appraisal system for the minimum period of the time established by the employing agency for coverage prior to suspension or separation, the merit pay increase must be based on the employee's performance during the appraisal period. However, if the employee was *not* in a duty status under an ap-

proved performance appraisal system for the minimum period required for coverage prior to the suspension or separation, the merit pay increase must be computed in accordance with the provisions of 5 CFR 540.108.

When it is determined by an appropriate authority under an agency's administrative grievance system, appellate procedures, and/or other agency established procedures that the performance rating upon which a merit pay employee's merit pay adjustment was based was erroneous, and it can be determined by an analysis of the particulars of the agency merit pay plan that a larger or smaller pay adjustment is required, that revised adjustment is effective retroactive to the same day a pay adjustment under 5 U.S.C. 5402(c) becomes effective, except as otherwise prescribed by OPM. (See 5 CFR 540.107(a) and 5 CFR 540.108.)

(4) Payment of overtime. In computing the backpay of an employee who is restored to the rolls after an improper personnel action, any overtime the employee would have earned during the period of the erroneous separation is to be included in the backpay even though the overtime was not actually scheduled. The method of computing overtime incident to a backpay award due an employee may be based on the average number of overtime hours worked by fellow employees occupying similar positions during the same period (41 Comp. Gen. 273 (1961)).

An employee who should have been selected for overtime work because an agency regulation or collective bargaining agreement provided for assignment of overtime work in a prescribed manner is entitled to backpay for the overtime not worked if the agency regulation or nondiscretionary provision of the agreement is violated. The appropriate authority must find that the action taken was unjustified or unwarranted and direct that corrective action be taken. The overtime will be computed on the basis of the number of hours worked by the employee selected to perform the overtime work during the same period (54 Comp. Gen. 1071 (1975)).

(5) Allowances or differentials. Any allowances or differentials which the employee would have received if the improper personnel action had not occurred are included in the amount due the employee even though he or she did not physically remain in the location giving rise to entitlement to the allowance or differential (40 Comp. Gen. 479 (1961), 52 *id* 860 (1973), 59 *id* 261 (1980)).

(a) Physical hardship and hazard duty pay (General Schedule). In determining the amount of irregular or intermittent pay for physical hardship or hazard duty to which an employee would have been entitled, the agency may determine the number of days per week the employee performed each type of irregular or intermittent hardship or hazard duty during the 52 weeks preceding the unjustified or unwarranted separation for which he or she would have been compensated and use an average of the amounts to make the necessary computations.

(b) Environmental differentials (Federal Wage System). Payment of environmental differentials on an actual exposure basis or on the basis of hours in a pay status must be computed in accordance with OPM's regulations and instructions, with the agency determining entitlement to such differentials on the basis of the 52 weeks preceding the unjustified or unwarranted separation for which the employee would have been compensated.

(6) Intermittent employees. While the computation of backpay entitlement will not be difficult in the majority of cases, there may be problems associated with employees who work on an intermittent or unscheduled basis.

When the agency is not able to determine with certainty the number of hours which the intermittent employee would have worked during the period covered by the corrected personnel action, the agency may estimate the amount of backpay by taking an average of the number of hours worked by other employees of the agency under the same type of appointment and performing the same kind of work to which the employee in question would have been assigned during this period; or it may determine the average number of hours a week the employee actually worked for a representative period preceding the unjustified or unwarranted personnel action (such as 26 or 52 weeks, whichever would represent a fairer approximation of the employee's earnings if he or she had actually worked) and use these average weekly hours to make the necessary computations.

(7) Employment expenses. Hotel, restaurant, travel, and other expenses incurred in connection with the successful appeal of a separation, as well as the excess cost of living at the place of interim employment over what the cost would have been at the former employment location, are not to be considered either as credits to compensation or as debits against earnings from other employment (40 Comp. Gen. 479 (1961)).

c. Computation of net backpay. (1) Outside employment. Under 5 CFR 550.805(e) an agency must deduct any amounts earned by an employee from other employment during the period covered by the corrective action. The amount of entitlement is the difference between the amount of compensation the employee would have earned, including all premium pay, and the amount actually earned in employment obtained as a substitute for Government employment during the period covered by the corrected personnel action. In this connection, the amount earned in employment obtained to take the place of Federal employment means net earnings—that is, gross earnings less losses and certain expenses incurred in connection with the interim employment or business (34 Comp. Gen. 382 (1955)). However, losses sustained in a venture unrelated to the separation are not allowable for deductions (35 Comp. Gen. 268 (1955).

Set-off for other employment. If the employee was engaged in outside part-time employment (teaching, lecturing, or writing activities) prior to removal, suspension, or furlough from Government employment as a result of the unjustified or unwarranted personnel action, the part-time job is not *other employment* within the meaning of section 5596 of title 5, United States Code, because it does not take the place of the Government employment. If the employee was able to expand the part-time job to a full-time job, or took a second part-time job, as a substitute for Government employment, only those hours worked on the full-time job in excess of the aggregate of the part-time job, or only the hours worked on the second job, as the case may be, are considered as other employment in place of Government employment.

In other words, the only earnings from other employment that may *not* be deducted from backpay are earnings from outside employment the employee already had before the unjustified suspension or separation. For example, if an employee worked 20 hours on an outside part-time job prior to separation from Government employment, and during the period of separation worked 40 hours, the amount representing the 20 hours additional time worked would be set-off against the backpay computation. To clearly establish that the pay for outside employment *did* or *did not* increase substantially during the period of separation, an agency should obtain a statement or affidavits from the employee covering his/her outside earnings.

(2) Mitigation of damages. In interpreting the offset provisions of the backpay law, the U.S. Court of Claims has determined that the intent of Congress was that a separated employee has an obligation to mitigate damages by making a reasonably diligent effort to secure other employment, and that the amount earned, or which might have been earned, is to be deducted from the total amount of compensation that would otherwise be paid by statute. The obligation to seek employment arises when the employee exhausts administrative review rights and is entitled to seek judicial review of the action. Failure of the employee to mitigate damages by making a diligent effort to seek employment would result in an offset against the award otherwise due the employee in the amount that the employee could have earned at the *minimum wage* (*Powers* v. *United States*, 220 Ct. Cl. 157 (1979), citing *Schwartz* v. *United States*, 149 Ct. Cl. 145 (1960)). This determination is to be made by the appropriate authority in the case at hand.

d. Erroneous payments. The following deductions are mandatory and necessary to achieve the make-whole purpose of the backpay statute:

(1) *Civil Service retirement annuity payments*. Any employee who, as a result of separation that is subsequently determined by an appropriate authority to have been erroneous, has been in receipt of retirement annuity payments (either special payments or regular annuity payments) is indebted to the Government for the gross amount of retirement annuity payments authorized for the period covered by the corrective action. Because the gross amount of annuity payments had already been reduced by required health benefits and life insurance premiums, the agency recovers an amount of annuity from the backpay award equal to the gross annuity less health benefits and life insurance premiums, and transfers that amount to the retirement system. The Civil Service Retirement System (CSR) then recovers the amounts paid from the gross annuity for health benefits and life insurance from the respective carriers for those programs, and the retired employee's account is satisfied. The agency then must collect from the backpay due the employee the required amount for health benefits coverage during the period following restoration and transfer that amount, plus the agency's share, to OPM.

As an example of the above instructions, consider that the retired employee was entitled to a gross annuity of $500 per month less $50 per month for health benefits coverage and $50 per month for unreduced basic life insurance coverage after age 65, and optional insurance. The net amount payable to the annuitant in this example was $400 per month. If the period of erroneous annuity payment was for only one month, the *gross* indebtedness was $500. However, the *net* amount of indebtedness to be withheld from the backpay award is $400 (the amount the annuitant actually received).

As another example, consider a retired employee who was entitled to a gross annuity of $500 per month less $50 per month for health benefits, $78 for Federal income tax, and $23 per month for State income tax. The net amount of annuity payable in this example is $349. If the period of erroneous annuity payment was for only one month, the gross indebtedness is $450 ($349 net annuity + $78 Federal tax + $23 State tax = $450). Although Federal and State taxes were withheld from the gross annuity prior to payment, it must be recovered by the agency. The employee may then make an adjustment on his or her income tax returns at the end of the year. (Employees should contact their local Federal and State tax offices for information concerning the year end adjustment.)

Erroneous separations resulting in indebtedness to the retirement fund may occur in a number of circumstances, including: an erroneous separation resulting from removal for misconduct or poor performance that is subsequently overturned on appeal; a reduction-in-force action that is subsequently overturned on appeal; separation for retirement that is subsequently determined to have been coerced; and erroneous separation for retirement because of incorrect counseling about eligibility for retirement. The agency must deduct the amount of the net erroneous retirement payments from the backpay award and submit a check for the appropriate amount (payable to the U.S. Office of Personnel Management) to the U.S. Office of Personnel Management, Funds Control Branch, Room 1312, 1900 E Street, N.W., Washington, D.C. 20415.

(2) *Refunds of retirement contributions*. The retirement law (5 U.S.C. 8342(a)) authorized refund of an employee's retirement contributions only upon absolute separation from the service or transfer to a position not subject to the law. Therefore, a refund of retirement contributions paid to an employee based on a separation which is subsequently found erroneous and cancelled by restoring the employee to duty retroactively so that there was no break in service removes the legal basis for the refund. A refund which was paid in error represents a debt due the retirement fund which must be deducted from any backpay entitlement. If the restored employee is entitled to backpay, the agency should contact the Office of Personnel Management to determine the amount of refund, if any, to be offset against the backpay entitlement. A check for the appropriate amount should be submitted to the Office of Personnel Management, at the address shown in the above paragraph.

(3) *Severance pay*. An employee's entitlement to severance pay is conditioned upon actual separation from the service. Since a restored employee is considered for all purposes to have performed service during the period of wrongful separation, an employee may not simultaneously claim the status of a separated employee during the same period. Accordingly, the severance pay paid to an erroneously separated employee at the time of his/her removal must be deducted from the backpay award upon restoration to duty.

(4) *Lump-sum payment*. The lump-sum payment that an erroneously separated employee received upon his/her removal must be refunded by the employee upon cancellation of the separation action. This is so because the lump-sum payment for annual leave is authorized under 5 U.S.C. 5551(a) only upon separation from the service. Therefore, when a separation is cancelled and the employee is restored to duty as of the date of separation, the lump-sum payment is considered erroneous. Any lump-sum received by the employee must be set off against the employee's backpay award, and the leave must be recredited to the employee's leave account. (See ◆ section S8–8. ◆) There is no authority to permit an employee to elect between retaining payment or receiving credit for the leave.

(5) The order of precedence for deducting erroneous payments from backpay awards when the net amount of backpay is insufficient to cover all the deductions is as follows: (1) retirement annuity payments or refunds of retirement contributions, (2) severance pay, and (3) lump-sum payment for accrued annual leave. ★★

◆ Employees may request that OPM waive recovery of erroneous payments of any amount from the Civil Service Retirement and Disability Fund. Requests for waiver should be submitted to: U.S. Office of Personnel Management, Office of Retirement Programs, Reconsideration and Debt Collection Division, Room 3457, 1900 E Street, N.W., Washington, D.C. 20415. (Employees also may submit requests to repay debts owed to the Civil Service Retirement and Disability Fund by installment deductions from salary to this address.) In considering requests for waiver of payments made under the authority of chapter 83 of title 5, United States Code, OPM will apply the statutory criteria contained in 5 U.S.C. 8346(b) and implementing regulations contained in Subpart N, Part 831, of Title 5, Code of Federal Regulations—namely, whether the employee was at fault and whether recovery would be against equity and good conscience. In considering requests for waiver of payments made under the authority of chapter 84 of title 5, United States Code, OPM will apply the parallel criteria contained in 5 U.S.C. 8470(b) and Subpart C, Part 845, of Title 5, Code of Federal Regulations.

For severance pay and lump-sum annual leave payments, any net indebtedness remaining after liquidation of backpay is subject to waiver (by GAO or the employing agency, as applicable) under the authority of 5 U.S.C. 5584. ◆

e. Other authorized deductions. The *retirement contribution* is computed on employee's gross backpay and deducted after subtracting the earnings from outside employment. Even if no amount of backpay is due the employee, because of excessive ouside earnings, the employee must remit the appropriate amount of retirement fund contributions to the agency in order to receive full retirement credit for the period of the unjustified or unwarranted separation (unpublished Comptroller General decision B–167393, August 6, 1969).

Income tax withholdings are not computed on gross backpay before deductions from outside employment. Rather, interim net earnings (i.e., gross earnings less losses and certain expenses incurred in connection

with the interim employment or business, but before income tax withholdings), if any, must be deducted from the gross amount of backpay and income tax withheld on the remainder (unpublished Comptroller General decision B–125762, November 19, 1957).

Health benefits premiums for an employee restored to duty following an erroneous separation for retirement *must be deducted* if coverage under the health benefits program continued without interruption during the erroneous retirement.

f. Examples of backpay computations. The following examples are set forth as an aid to computing back pay (figures are not actual but illustrative only).

EXAMPLE 1

An employee's gross backpay computation (based on basic pay only) amounts to $10,000. During the period covered by the corrective action the employee earned $7,000 from outside employment (interim earnings).

Gross backpay	$10,000
Less interim earnings	$ 7,000
Net backpay	$ 3,000
Less authorized deductions	
Retirement deductions computed on gross backpay ($10,000)	$ 700
Federal tax computed on net backpay ($3,000)	$ 325
State tax computed on net backpay ($3,000)	$ 97
Total deductions	$1,122
Net backpay	$1,878

EXAMPLE 2

An employee's gross backpay computation amounts to $32,420, broken down by:

Basic pay	$31,000
Overtime pay	$ 300
Holiday pay	$ 120
On-call pay	$ 1,000

The employee received lump-sum payments amounting to $1,000, and net retirement payments (gross retirement less the amount withheld for health benefits and the amount withheld for post retirement basic life insurance) amounting to $10,000. During the period covered by the corrective action the employee earned $11,000 from outside employment (interim earnings).

Gross backpay	$32,420
Less interim earnings	$11,000
Net backpay	$21,420
Less erroneous payments	
Erroneous retirement payments (not including HB and LI Premiums)	$10,000
Erroneous lump-sum payments for annual leave	$ 1,000
Total	$11,000
Net backpay	$10,420
Less other authorized deductions	
Retirement deductions computed on gross basic pay ($31,000)	$ 2,170
Federal tax computed on net backpay ($21,420)	$ 3,026
State tax computed on net backpay ($21,420)	$ 1,200
Health Benefits Premiums	$ 1,116
Total	$ 7,512
Net backpay	$ 2,908

S8–8. RESTORATION OF LEAVE

Under 5 CFR 550.805(f) annual leave that is restored to an employee as a result of the correction of an unjustified or unwarranted personnel action and that is in excess of the maximum leave accumulation authorized by law must be credited to a separate leave account for use by the employee. Annual leave in such a separate leave account must be scheduled and used as follows:

(a) For a full-time employee, excess annual leave of 416 hours or less must be scheduled and used by the end of the leave year in progress 2 years after the date on which the annual leave is credited to the separate account. This period is extended by 1 leave year for each additional 208 hours of excess annual leave or any portion thereof. **Note:** For both part-time and full-time employees, the ending date of the time limit for use of excess annual leave is not necessarily exactly 2 years, or the additional years, as appropriate, from the restoration date. Rather, the time limit ends at the end of the appropriate leave year.

The following chart illustrates the method of determining the time limitation for use of restored leave for full-time employees:

Hours in excess of maximum accumulation	Time limitation (years) for use of restored leave (end of leave year in progress after)
416 or less	2 years
417 — 624	3 years
625 — 832	4 years
833 — 1040	5 years
1040 — 1249	6 years

If the restored leave is not used during the prescribed time frames, it will be forfeited.

EXAMPLE 1

A full-time employee in an 8-hour leave category was separated in August 1980 and was restored to duty in April 1982. At the time of separation, the employee was paid a lump-sum payment for 354 hours of annual leave. This represented a combination of carryover annual leave for calendar year 1979, and leave earned but not used in 1980. If the improper separation had not occurred, the employee would have earned an additional 64 hours of annual leave in the 1980 leave year. In addition, the employee would have earned 208 hours of annual leave during leave year 1981 and 48 hours of annual leave through March 1982. This amounts to a grand total of 674 hours of annual leave for which an accounting must be made.

Total hours of annual leave to be credited	674
Maximum leave accumulation permitted by law	240
Hours in excess of maximum accumulation	434

Because the number of hours of restored leave is in excess of 416 the employee must schedule and use 416 hours of the restored leave by the end of the leave year in progress 2 years after the date on which the annual leave is credited to the separate account, and the remaining 18 hours by the end of the leave year in progress 3 years after the date on which it is credited to the separate account.

EXAMPLE 2

A full-time employee in a 6-hour leave category was separated in August 1977 and was restored to duty in April 1982. At the time of separation, the employee was paid a lump-sum payment for 336 hours of annual leave. This represented a combination of carryover annual leave for calendar year 1976 and leave earned but not used in 1977. If the improper separation had not occurred, the employee would have earned an additional 48 hours of annual leave in the 1977 leave year. In addition, the employee would have earned a total of 640 hours of annual leave during leave years 1978 through 1981 and 36 hours of annual leave through March 1982. This amounts to a grand total of 1060 hours of annual leave for which an accounting must be made.

Total hours of annual leave to be credited	1060
Maximum leave accumulation permitted by law	240
Hours in excess of maximum accumulation	820

Since the number of hours restored is in excess of 416 the employee must schedule and use 416 hours of the restored leave by the end of the leave year in progress 2 years after the date on which the annual leave is credited to the separate account, 208 hours (hours 417 through 624) by the end of the third leave year, and 196 hours (hours 625 through 820) by the end of the fourth leave year.

(b) For a part-time employee, excess annual leave in an amount equal to or less than 20 percent of the employee's scheduled tour of duty over a period of 52 calendar weeks must be scheduled and used by the end of the leave year in progress 2 years after the date on which the annual leave is credited to the separate account. This period is extended by 1 leave year for each additional number of hours of excess annual leave, or any portion thereof, equal to 10 pecent of the employee's scheduled tour of duty over a period of 52 calendar weeks.

The following chart illustrates the method of determining the time limitation for use of restored leave for part-time employees whose scheduled tour of duty consists of 20 hours per week (1040 hours over a period of 52 weeks).

Hours in excess of maximum accumulation		Time limitation (years) for use of restored leave (end of leave year in progress after)
208 or less	20% of tour of duty (1040 × 20% = 208)	2 years
209 — 312	10% of tour of duty (1040 × 10% = 104)	3 years
313 — 416		4 years
417 — 520		5 years
521 — 624		6 years

EXAMPLE 1

A part-time employee in an 8-hour leave category whose scheduled tour of duty consists of 20 hours per week (1040 hours over a period of 52 weeks) was separated in August 1980 and was restored to duty in April 1982. At the time of separation, the employee was paid a lump-sum payment for 312 hours of annual leave. This represented a combination of carryover annual leave for calendar year 1979 and leave earned but not used in 1980. If the improper separation had not occurred, the employee would have earned 32 additional hours of annual leave in the 1980 leave year. In addition the employee would have earned 104 hours of annual leave during leave year 1981 and 24 hours of annual leave for 1982, for which an accounting must be made.

Total hours of annual leave to be credited 472
Maximum leave accumulation permitted by law 240
Hours in excess of maximum accumulation .. 232

Twenty percent of the employee's scheduled tour of duty over a period of 52 weeks is 208 hours (1040 × 20%). Therefore, because the number of hours of restored leave is in excess of 208, the employee must schedule and use 208 hours of the restored leave by the end of the leave year in progress 2 years after the date on which the annual leave is credited to the separate account, and the remaining 24 hours by the end of the third leave year.

The following chart illustrates the method of determining the time limitation for use of restored leave for part-time employees whose scheduled tour of duty consists of 30 hours per week (1560 hours over a period of 52 weeks).

Hours in excess of maximum accumulation		Time limitation (years) for use of restored leave (end of leave year in progress after)
312 or less	20% of tour of duty (1560 × 20% = 312)	2 years
313 — 468	10% of tour of duty (1560 × 10% = 156)	3 years
469 — 624		4 years
625 — 780		5 years
781 — 936		6 years

EXAMPLE 2

A part-time employee in an 8-hour leave category whose scheduled tour of duty consists of 30 hours per week (1560 hours over a period of 52 weeks) was separated in August 1977 and was restored to duty in April 1982. At the time of separation, the employee was paid a lump-sum payment for 312 hours of annual leave. This represented a combination of carryover annual leave for calendar year 1976 and leave earned but not used in 1977. If the improper separation had not occurred, the employee would have earned 48 additional hours of annual leave in the 1977 leave year. In addition, the employee would have earned 624 hours of annual leave during leave years 1978 through 1981, and 36 hours of annual leave through March 1982, for which an accounting must be made.

Total hours of annual leave to be credited ... 1020
Maximum leave accumulation permitted by law 240
Hours in excess of maximum accumulation . 780

Twenty percent of the employee's scheduled tour of duty over a period of 52 weeks is 312 (1560 × 20%). Because the number of hours of restored leave is in excess of 312, the employee must schedule and use 312 hours of the restored leave by the end of the leave year in progress 2 years after the date on which the annual leave is credited to the separate account, 156 hours (hours 313 through 468) by the end of the third leave year, 156 hours (hours 469 through 624) by the end of the fourth leave year, and the final 156 hours (hours 625 through 780) by the end of the fifth leave year.

S8–9. HEALTH BENEFITS AND LIFE INSURANCE

a. 5 U.S.C. 8908 provides that if the enrollment of an employee who was removed or suspended without pay was terminated, and the employee is ordered restored to duty on the grounds that the removal or suspension was unjustified or unwarranted, he/she may elect to (1) have the prior enrollment reinstated retroactive to the date it was terminated, with appropriate adjustments made in contributions and claims, to the same extent and effect as though the removal or suspension had not taken place, or (2) enroll the same as a new employee. **Note:** the statutory provisions of 5 U.S.C. 8908 do not apply when an employee was erroneously separated for retirement under conditions which entitle him/her to continued enrollment. In such cases, there is no need to restore health benefits coverage; it was transferred to the retirement system and automatically continued.

b. Life Insurance. If an employee is retroactively restored to duty with pay after an erroneous suspension or removal, any insurance coverage the employee *had* before the improper action will continue as though the erroneous action never occurred. However, retroactive salary deductions for life insurance shall *not* be withheld from any back pay awarded for the period of separation or suspension. If death or accidental dismemberment occurs during the period between the employee's removal and the finding that the separation was erroneous, insurance proceeds will be paid and premiums will be withheld from the back pay award for the period of separation or suspension (section 8706(e) of title 5, United States Code, and FPM supplement 870–1, S4–2e).

An employee who had *no* insurance coverage prior to an erroneous suspension or removal and who is restored to duty after the closing date of an open season for life insurance which occurred during the period between the employee's suspension or removal and restoration is entitled upon restoration to elect life insurance coverage, as permitted during the open season. Since coverage for basic life insurance is automatic, the effective date is the first day in a pay and duty status. For options A, B, and C, the effective date is the first day in a pay and duty status on or after the date the SF 2817 is received by the employing office. An employee who *had* life insurance coverage prior to an erroneous suspension or removal and who is restored to duty after the closing date of an open season for life insurance which occurred during the period between the employee's suspension or removal and restoration, is entitled upon restoration to elect additional life insurance coverage, as permitted during the open season. The effective date is the first day in a pay and duty status on or after the date the SF 2817 is received by the employing office.

S8–10. PAYMENT OF REASONABLE ATTORNEY FEES

a. General. Section 5596 (b)(1)(A)(ii) of title 5, United States Code, provides for payment of reasonable attorney fees in accordance with the standards established under 5 U.S.C. 7701 (g), under certain conditions. Under 5 CFR Part 550, Subpart H, such payment is available in all backpay cases, without regard to the nature of the case or the appropriate authority in the case. Three basic issues are involved with respect to awarding attorney fees: (1) First and foremost, the appropriate authority must find that the employee is the prevailing party, and is entitled to an award of backpay. Without a backpay award, the second and third issues never arise. (2) If a backpay award is made, the appropriate authority must determine entitlement to reasonable attorney fees by making a determination concerning whether such payment is warranted in the interest of justice. (3) A decision to award backpay and a determination of entitlement to reasonable attorney fees leads to the final issue, determination of what constitutes a reasonable amount of attorney fees. It should be noted that an employee may not be denied attorney fees simply because he/she was not ready, willing, or able to work during the period of time for which the backpay award would be payable.

Our guidance on payment of attorney fees reflects the current state of the law in an area which is still being defined through administrative processes and litigation of requests for fee awards in individual cases. Consequently, this subchapter should be read in conjunction with the more recent judicial and administrative rulings in order to properly respond to attorney fee requests.

b. Requests for payment of reasonable attorney fees. Only an employee or an employee's personal representative may request payment of reasonable attorney fees. Such a request may be presented only to the appropriate authority that corrected or directed the correction of the improper action. However, when the finding that provides the basis for the request is made on appeal from a decision by an appropriate authority *other than the employing agency,* the request must be presented to the appropriate authority from which the appeal was taken. For example, if MSPB finds in favor of the employing agency, but the employee subsequently files a successful appeal of the MSPB decision under 5 U.S.C. 7703, the request for payment of reasonable attorney fees must be filed with MSPB, rather than with the Court of Appeals for the Federal Circuit. In turn, the appropriate authority must provide an opportunity for the employing agency to respond to the request.

c. Time limitations. Each appropriate authority is empowered to prescribe time limits for requesting payment of attorney fees, for responding to a request for payment of attorney fees, and for reviewing or appealing attorney fees determinations or awards. For example, MSPB regulations provide that request for payment of attorney fees shall be made within 10 days of final date of decision and that the agency may file a response to such a request within 10 days following the request (5 CFR 1201.37 (a)(2)). In addition, MSPB regulations provide that a petition for review of an attorney fees determination shall be submitted within 30 days of the determination.

d. Determination of whether payment is warranted. Under 5 CFR 550.806(c), payment of reasonable attorney fees is warranted only if (1) the payment is determined by the appropriate authority to be in the interest of justice under the standards established by the Merit Systems Protection Board pursuant to 5 U.S.C. 7701(g), and (2) the appropriate authority makes a specific finding setting forth, in detail, the reasons the payment is in the interest of justice.

MSPB has issued a series of decisions in which the standards for determining whether payment of reasonable attorney fees is warranted have been established. In these decisions, MSPB has addressed three basic issues; (1) the conditions that authorize an award of fees, (2) the availability of fees in cases in which the individual was not directly charged for legal services, and (3) the relationship between the Board's authority to grant attorney fees under 5 U.S.C. 7701(g) and under the backpay law, 5 U.S.C. 5596.

In determining when a fee award is appropriate, Congress intended to grant broad discretion, but it did not intend fees to be granted as a matter of course. This discretion is limited by the requirements that it be exercised reasonably and that there be an articulated rationale for the award. The employee has the burden of providing his or her entitlement to the award.

Conditions that authorize a fee award. While each case must be examined on its own merits, examples follow of the types of situations which would justify a fee award. A fee award is justified when the agency:

(1) Engaged in a prohibited personnel practice. This example is included in 5 U.S.C. 7701(g)(1) as a specific statutory ground for attorney fees. However, the MSPB has stated that it has the discretion to deny fees even if a prohibited personnel practice has been committed. This might be appropriate if the agency was acting in good faith and the prohibited personnel practice was purely technical or occurred because of an ambiguity in the statute of governing regulations.

(2) Took an action that was clearly without merit, or was wholly unfounded, or the employee was substantially innocent of the charges brought by the agency. These factors are drawn from both the text of 5 U.S.C. 7701(g)(1) and its legislative history. In making this determination, the appropriate authority must examine the degree of fault on the employee's part and the existence of any reasonable basis for the agency's action.

(3) Acted in bad faith, including instances where the action was brought to harass the employee or to exert improper pressure on the employee to act in certain ways. The examples of the bad faith criterion shown in the legislative history of 5 U.S.C. 7701(g)(1), suggest that bad faith occurs when the agency action taken is wholly unfounded, or where there is evidence that ill will or negligence on the part of an agency official tainted the action as a whole to an unconscionable degree.

(4) Committed a gross procedural error which prolonged the proceeding or severely prejudiced the employee. Gross procedural error is not coextensive with "harmful error." MSPB has held that, to establish harmful error, the appellant must show that an error was committed in the application of the agency's procedures which, in the absence or cure of the error, might have caused the agency to reach a conclusion different than the one reached. The burden is upon the appellant to show that based upon the record as a whole the error caused substantial harm or prejudice to his/her rights. To determine whether gross procedural error has occurred, the nature of the error and any excuse for it must be weighted against the prejudice and burden imposed on the employee.

To establish gross procedural error, the appellant must do more than merely show that an error occurred which likely had an effect on the result of the action. Based on this distinction, the inquiry to determine gross procedural error will probably focus on the subjective and objective good faith of the agency.

(5) Knew or should have known it could not prevail on the merits when it brought the action. This criterion places an obligation on an agency to conduct a thorough investigation of the charges brought against an employee, including any defenses or arguments raised by an employee. An award of fees may even be appropriate where the agency prepared or presented its case so negligently as to make it a foregone conclusion that the action could not be sustained on the record established. Therefore, fees may be awarded based on the agency's failure to conduct a thorough investigation.

e. Availability of fees in cases where the employee is not directly responsible for paying the fees. Section 7701(g) of Title 5, United States Code, restricts payment of fees to those instances where the fees were "incurred" by the employee. MSPB has interpreted this to mean "incurred by or on behalf of an employee." Consequently, a fee award is permitted when an attorney-client relationship exists and counsel has rendered legal services on behalf of the employee. While the statutory term "incurred" is not a bar to the award of attorney fees, the requirement that only a "reasonable" fee be allowed is a limitation on the *amount* of the award. Computation of fee awards are discussed in detail in S8–10g.

f. Relationship between 5 U.S.C. 7701(g) and 5 U.S.C. 5596. There are two sections of title 5 that authorize the payment of fees: 5 U.S.C. 7701(g) and 5 U.S.C. 5596(b)(1)(A)(ii). MSPB held that its authority under 5 U.S.C. 7701(g) is limited to those cases in which it exercises its appellate jurisdiction under 5 U.S.C., Chapter 77. Thus, the Board concluded that it does not have the authority to award attorney fees under this section in prohibited personnel practice cases brought by the Special Counsel under 5 U.S.C. 1206(c)(1)(B). The Board also impliedly recognized that fees cannot be awarded under 5 U.S.C. 7701(g) in cases involving a Board challenge to an OPM regulation or an agency's implementation of the regulation under 5 U.S.C. 1205(e). However the Board concluded that fee awards in cases brought by the Special Counsel to the MSPB could be maintained under 5 U.S.C. 5596, which allows payment of fees when an appropriate authority finds that an employee has been affected by an unjustified or unwarranted personnel action resulting in a loss of pay, allowances, or differentials.

g. Determination of amount of attorney fees. Two elements are essential to the determination of the amount of reasonable attorney fees: (1) identification of the pertinent factors to be considered, and (2) a rational analysis taking proper account of those factors. In addition, clear and adequate findings of fact are necessary to establish the reasoning by which the pertinent factors have been applied.

(1) Factors to be considered. The following factors have been considered in several court cases and MSPB decisions. They are listed as examples of factors that an appropriate authority may use to determine whether the fee requested is reasonable.

(a) *Time and labor required*. Hours claimed must be weighed against the appropriate authority's own knowledge and experience of the time required for similar activities. The possibility of duplication of efforts should be scrutinized. Legal work should be distinguished from non-legal work, which commands a lesser rate.

If the "results obtained" was a factor in the appropriate authority's determination, the decision must explain how and why that factor affects the total amount awarded, since that factor is not reflected in an attorney's customary hourly rate. In so far as the results obtained are reflected indirectly by the number of hours devoted to the case, separate recognition of that factor may be duplicative and must be justified as an adjustment to the normal fee for unusual quality of performance or difficulties overcome. Absent such unusual circumstances or evidence that the case was undertaken on a contingent fee basis, mere success on an appeal does not warrant an adjustment in the normal fee, since the "prevailing party" requirement of 5 U.S.C. 7701(g)(1) makes such success a prerequisite to award of any fee at all.

(b) *Novelty and difficulty of issues*. The attorney's experience would be relevant to determining the hourly rate charged. The complexity or novelty of the issues and the various legal services performed would be relevant in ascertaining a reasonable number of compensable hours. A case of first impression requires more research, which deserves compensation, but time merely devoted to learning a new field of law is an investment for future cases.

(c) *Skill requisite to perform the legal service properly*. Observation of the attorney's work product, preparation, and ability are important to this factor.

(d) *The preclusion of other employment due to acceptance of the case*, through foreclosure of other business due to conflicts of interest or through inability to use time spent on the client's behalf for other purposes.

(e) *The customary fee for similar work in the community*.

(f) *Whether there is a fixed or contingent fee*.

(g) *Time limitations imposed by the client or circumstances*. Some premium should be recognized for priority work which delays the attorney's other work.

(h) *Amount involved and result*. The amount of damages, for example, may be considered, but is not controlling. The effect of the case on the development of the law, or in benefiting similarly situated persons, should be considered.

(i) *The experience, reputation and ability of the attorney*. Expertise in a specialized field, and demonstrated skill and ability are pertinent.

(j) *The undesirability of the case*. Where an unpopular case has been undertaken which may have an economic impact on the attorney's practice, this factor can be considered.

(k) *The nature and length of the professional relationship with the client*. A lawyer or firm may vary the fee in light of the professional relationship with the client. For example, the rate may be reduced because of past business relationship or because the attorney anticipates further business. The applicability of that factor in this case needs to be explained, as does any variation above the amount actually billed to appellant, which would have to be fully justified.

(l) *Awards in similar cases*. In making a determination of the amount of reasonable attorney fees, the appropriate authority should scrutinize with due care the hours and the billing rates claimed by counsel in supporting their motion for attorney fees. The appropriate authority may cut hours for duplication, padding, or frivolous claims, and impose fair standards of efficiency and economy of time. Such evaluation obviously requires detailed information as to the way in which counsel's time was spent (discovery, legal research, interviewing witnesses, appearance at a hearing, preparation of motion or briefs, etc.). Billing rates should be evaluated according to the individual attorney's professional standing, experience, status (partner, junior partner, associate), and specialized expertise. The appropriate authority's determination must contain findings or reasoning adequate to substantiate the determination of the appropriate billing rates and compensable hours.

(2) Use of factors. The amount of a fee award should be calculated by multiplying the lawyer's customary billing rate times the number of hours devoted to the case. Special factors not adequately reflected in the attorney's time and hourly rate, such as the quality of the work, unusual time constraints, an unusually unpopular cause, and the contingent nature of the fee can be used to adjust the amount of the award. If the attorney or the appropriate authority suggest special factors be considered to increase or decrease the total fee, the party urging such factors carries the burden of proving them. Any adjustment to the amount derived from multiplying the hourly rate by the number of compensable hours should also be identified in the determination and the basis carefully explained.

(3) Determining reasonable fees for union attorneys. Most Federal courts allow public interest law firms to recover "market value" fee awards. However, union attorneys have been distinguished from attorneys employed by public interest law firms in a number of cases. In these cases the award of fees to union attorneys has been limited to "actual expenses" incurred rather than the "market value" of the service rendered.

Consultation with appropriate legal counsel is particularly necessary with regard to the payment of reasonable fees for representation provided by union attorneys. The limitation of awards to "actual expenses" incurred is an issue being litigated in various forums. Consequently, it will be necessary to examine the state of the law at the time a request for an award to union attorneys is made in order to determine the proper rate at which fees should be paid.

Further, to avoid "double benefits to counsel," an attorney who secures a fee award should repay the client for any fees already received. Attorneys employed by unions or public interest organizations should repay their respective organizations for compensation already received and expenses accrued which would normally be included in an attorney's fee.

(4) Other Considerations. Attorney fees are allowable only for the services of members of the Bar, and for law clerks, paralegals or law students under the supervision of members of the Bar, except that no award is available for services of any employee of the Federal Government.

Allowable attorney fees may properly include reimbursement for counsel's out-of-pocket disbursements for incidental and necessary expenses incurred in furnishing effective and competent representation. However, such reimbursable expenses are limited to those reasonable out-of-pocket expenses incurred by the attorney which are normally charged to a fee-paying client in the course of providing legal services. Such recoverable expenses include paralegal expenses and travel and telephone costs.

Other costs, however, incurred or paid to a third person, not to appellant's attorney or to the organization which pays the attorney's salary, cannot reasonably be considered in awarding attorney fees. These non-recoverable costs include witness fees and expenses, investigation expenses, deposition expenses, and the cost of charts and maps. MSPB regulations reflect the prohibition of the award of costs other than to reimburse counsel or the organization which paid his/her salary, providing that witness fees shall be paid by the party requesting the presence of the witness (5 CFR 1201.37(b)(3)).

(5) Using the mode of analysis described above, the appropriate authority should identify the relevant factors and evaluate their impact on the hours and rate claimed and any other factors warranting adjustment of the result produced by rate times compensable hours. The particular facts and circumstances of the parties and attorneys will necessarily vary from case to case, but the method of determining a reasonable fee award should not vary. A reasoned analysis with factual support in the record is always required.

h. Review or appeal of attorney fees award. A determination concerning whether the payment of reasonable attorney fees is in the interest of justice and concerning the amount of any such payment shall be subject to review by or appeal to an appropriate authority only if provided for by statute or regulation.

S8–11. BACK PAY AND ATTORNEY FEES IN CASES INVOLVING AN ALLEGATION OF DISCRIMINATION

a. To obtain backpay or reasonable attorney fees in backpay cases under 5 U.S.C. 5596, the individual must be an employee who was affected by an unjustified or unwarranted personnel action that resulted in a loss of pay. Some backpay cases involving an allegation of discrimination meet these criteria. In such cases, there is not required the further finding that payment of reasonable attorney fees is "warranted in the interest of justice," which finding is required in cases other than discrimination brought under 5 U.S.C. 5596. Payment of reasonable attorney fees in discrimination cases that meet the criteria of 5 U.S.C. 5596 must be in accordance with the standards prescribed under section 706(k) of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e–5(k)). (See 5 CFR 550.806(e).)

b. Awards authorized under Title VII of the Civil Rights Act of 1964, as amended. Under Title VII of the Civil Rights Act of 1964 as amended (42 U.S.C. 2000e–16(b)), EEOC has authority to enforce Federal equal employment opportunity principles "through appropriate remedies, including reinstatement or hiring of employees with or without backpay, as will effectuate the policies of this section. . . ." The elements of a Title VII discrimination case differ from those of a backpay case under 5 U.S.C. 5596 in several respects. Under Title VII, the merits of the discrimination complaint do not have to be decided formally; the individual does not have to be an employee, but may be merely an applicant; and there need not be a loss of pay.

Regulations issued by EEOC now permit discrimination complaints to be adjusted informally, and such adjustments "may include an award of backpay, attorney's fees or other appropriate relief" (29 CFR 1613.217(a)). The basis for this regulation is the broad remedial nature of Title VII of the Civil Rights Act, which has been interpreted by the courts in such cases as *Shaw* v. *Library of Congress*, 479 F. Supp. 945 (D.D.C. 1979). In that case, the Library assumed that its authority to resolve discrimination complaints under Title VII was circumscribed by the provision of 5 U.S.C. 5596 prior to the backpay amendments of the CSRA. However the court held that—

> Title VII creates in the Library legal authority to award retroactive promotion with backpay to an employee who in good faith claims that he has suffered discrimination in employment *without formally deciding the merits of the discrimination charge*. (Emphasis added.)

It should be noted that Title VII and the EEOC regulations authorize remedial action in a broad range of cases, including those involving applicants for employment and those in which the act of discrimination did not result in a loss of pay. Thus, in any case involving an *applicant* for employment or in which there was *no* loss of pay, 5 U.S.C. 5596 does not apply, and remedial action, if any, must be taken under Title VII of the Civil Rights Act of 1964, as amended. Regardless of whether there was a loss of pay, when a request is made for payment of attorney fees the appropriate authority should examine the nature of the relationship between the appellant and counsel in order to determine that counsel will be the recipient of the award. The appropriate authority should ascertain that the award of the fee is made to the employee's attorney and not to the employee individually or to any organization which has paid the fee to counsel. (See S8–10 for further discussion on payment of attorney fees.)

Subchapter S9. Pay for Irregular or Intermittent Duty Involving Physical Hardship or Hazard

S9–1. INTRODUCTION

a. **Introduction.** This subchapter contains provisions of section 5545(d) of title 5, United States Code, relating to hazard pay for General Schedule employees. It also contains the related regulations of the Commission. The regulations are issued under the following authority in section 5548(b) of title 5, United States Code: "The Commission shall prescribe regulations necessary for the administration of section 5545(d) of this title."

b. **Purpose.**—*Regulation.* "*Purpose.* This subpart prescribes the regulations required by section 5545(d) and 5548(b) of title 5, United States Code, for the payment of differentials for irregular or intermittent duty involving unusual physical hardship or hazard to employees." (Section 550.901)

S9–2. COVERAGE

a. **Law.** "*The Commission shall establish a schedule or schedules of pay differentials for irregular or intermittent duty involving unusual physical hardship or hazard. Under such regulations as the Commission may prescribe, and for such minimum periods as it determines appropriate, an employee to whom chapter 51 and subchapter III of chapter 53 of this title applies is entitled to be paid the appropriate differential for any period in which he is subjected to physical hardship or hazard not usually involved in carrying out the duties of his position. However, the pay differential—*

"*(1) does not apply to an employee in a position the classification of which takes into account the degree of physical hardship or hazard involved in the performance of the duties thereof; and*

"*(2) may not exceed an amount equal to 25 percent of the rate of basic pay applicable to the employee.*" (5 U.S.C. 5545(d))

b. **General.** (1) *Employees.* The law and the Commission's regulations apply to all employees occupying positions subject to chapter 51 of title 5, United States Code. This includes full-time, part-time, and intermittent employees. The law and the Commission's regulations do not apply to wage employees or employees of the Postal Field Service.

(2) Hazard pay will be paid only for hazardous duty or duty involving physical hardship listed in appendix A to the regulations, at the rate designated. It is anticipated that there will be uniformity in payment of a hazard differential. Thus, if a duty is hazardous for employees of one agency, it will be hazardous for employees of another agency and a differential shall be paid, *unless* the employee is adequately protected from the hazard, or is already being paid for the hazardous duty through the classification of his position.

S9–3. DEFINITIONS

Regulation "*Definitions.* In this subpart: (a) *Agency* means an agency as defined in section 5102(a) of title 5, United States Code.

"(b) *Duty involving physical hardship* means a duty which may not in itself be hazardous but which causes extreme physical discomfort or distress and which is not adequately alleviated by protective or mechanical devices, such as a duty requiring exposure to extreme temperatures for a long period of time; a duty involving arduous physical exertion, such as a duty which must be performed in cramped conditions; a duty involving exposure to fumes, dust, or noise, which causes nausea, skin, eye, ear, or nose irritation.

"(c) *Employee* means an employee of an agency who is covered by chapter 51 of title 5, United States Code.

"(d) *Hazardous duty* means a duty performed under circumstances in which an accident could result in serious injury or death, such as a duty performed on a high structure where protective facilities are not used, or on an open structure where adverse conditions such as darkness, lightning, steady rain, or high wind velocity exist.

"(e) *Hazard pay differential* means additional pay for the performance of irregular or intermittent hazardous duty or duty involving physical hardship." (Section 550.902)

S9–4. ESTABLISHING HAZARD DIFFERENTIAL

a. **Regulation.** "*Establishment of hazard pay differentials.* (a) A schedule of hazard pay differentials, the hazardous duties or duties involving physical hardship for which they are payable, and the period during which they are payable is set out as appendix A to this subpart and incorporated in and made a part of this section.

"(b) Amendments to appendix A may be made by the Commission on its own motion or at the request of an agency. An agency shall submit with its request for an amendment of the appendix information about the hazardous duty or duty involving physical hardship showing (1) the nature of the duty, (2) the degree to which the employee is exposed to hazard or physical hardship, (3) the length of time during which the duty will continue to exist, and (4) the degree to which control may be exercised over the physical hardship or hazard, and may recommend the rate of hazard pay differential to be established." (Section 550.903)

b. **Contents of agency recommendation.** Because hazardous duty pay will be paid only for hazardous duty or duty involving physical hardship listed in appendix A, the regulations provide a method for making changes in the appendix. To recommend a change in the appendix, the agency shall submit its recommendation to the Bureau of Policies and Standards, giving details of the change and the circumstances that justifies the action. Agencies should take particular pains to identify the hazard or the hardship *clearly*. For example, if a proposed change involves flying, the description of the nature of the duty must be more than "test flights to collect measurement data." Before the Commission could consider such a proposal, we would have to know if the hazard results from close formation flying with another aircraft, from equipment aboard which affects control of the aircraft, from overload, etc. Failure to describe a hazard or hardship sufficiently will delay consideration of a proposed change in the schedule, because additional information will be requested of the agency.

S9–5. AUTHORIZATION TO PAY A HAZARD DIFFERENTIAL

a. **Regulation.** "*Authorization of hazard pay differential.* (a) An agency shall pay the hazard pay differential listed in appendix A to an employee who is assigned to and performs any irregular or intermittent duty specified in the appendix when that duty is not usually involved in carrying out the duties of his position. Hazard pay differential may not be paid an employee when the hazardous duty has been taken into account in the classification of his position.

"(b) For the purpose of this section:

"(1) 'Not usually involved in carrying out the duties of his position' means that even though the hazardous duty may be embraced within the employee's position description it is not performed with sufficient regularity to constitute an element in fixing the grade of the position.

"(2) 'Has been taken into account in the classification of his position' means that the duty constitutes an element used in establishing the grade of the position." (Section 550.904)

b. **Assigned duties.** Hazard pay will be paid only to those employees who are assigned hazardous duty or duty involving physical hardship for which a differential is authorized. The differential shall not be paid to a *volunteer*, that is, an employee who undertakes to perform a hazardous duty on his own, without proper authorization either expressed or implied.

S9–6. PAYMENT OF HAZARD DIFFERENTIAL

a. **Regulation.** "*Payment of hazard pay differential.* When an employee performs duty for which hazard pay differential is authorized, the agency shall pay him the hazard differential for the hours in a pay status on the day (calendar day or, to avoid problems involving uncommon tours of duty, and when designated by the the agency, a 24-hour period) on which the duty is performed. For purposes of this section hours in a pay status for work performed during a continuous period extending over two days shall be considered to have been performed on the day on which the work began and allowable differential shall be charged to that day." (Section 550.905)

b. **Method of computing hazard pay.** Section 550.905 provides that payment of a hazard pay differential shall be computed on the basis of the total number of hours an employee is in a pay status on the day on which hazardous duty or duty involving physical hardship is performed. Generally, *day* will be a calendar day; however, to avoid problems involving unusual tours of duty, agencies may use either a calendar day or a 24-hour period for determining the day on which hazardous duty is performed.

EXAMPLE: Assume the agency uses calendar days for computing hazard pay.

	Mon.	*Tues.*	*Wed.*	*Thurs.*	*Fri.*	*Total*
Regular tour	8 a.m. to 5 p.m.	8 a.m. to 5 p.m.	8 a.m. to 5 p.m.	8 a.m. to 5 p.m.	8 a.m. to 5 p.m.	40
Irregular tour	5 p.m. to 7 p.m.	11 p.m. to 12 p.m.	12:01 a.m. to 3 a.m.	11 p.m. to 12 p.m.	12:01 a.m. to 3 a.m.	10
Hazardous duty	3 p.m. to 4 p.m.	11 p.m. to 12 p.m.			1 a.m. to 2 a.m.	3
Hours payable	10	12	0	12	0	34

On Monday the employee's hazardous duty will be computed on the basis of 10 hours, the total number of hours worked that day.

On Tuesday the employee's hazardous duty will be computed on the basis of 12 hours because, for hazard pay purposes, the period of overtime which extended over two days is charged to the day on which the overtime began.

On Wednesday the employee performed no hazardous duty.

On Thursday the employee's hazardous duty will again be computed on the basis of 12 hours, because, although the hazardous duty actually occurred on Friday, a continuous period of work which extends over two days is charged to the day on which the work began.

On Friday the employee is not considered to have performed any hazardous duty.

Thus, for the week, the employee will be paid for 40 hours at straight time rates, 10 hours at overtime rates, and 34 hours hazard pay differential. If, for example, the employee's basic rate of pay is $2 per hour, his total pay would be ($2×40)+($3×10)+($0.50×34) =$127.

NOTE: Hazard pay is computed on the basis of hours in a pay status. If, in an 8-hour workday, the employee performs hazardous duty for one hour and is in a paid leave status for seven hours, his hazard pay will be computed on the basis of the eight hours. On the other hand, if he was in a nonpaid leave status for the seven hours, his hazard pay would be computed on the basis of one hour.

S9–7. LIMITATIONS ON USES OF HAZARD DIFFERENTIAL

a. **Termination of hazard differential.** (1) *Regulation.* "*Termination of hazard pay differential.* An agency shall discontinue payment of hazard pay differential to an employee when one or more of the conditions requisite for such payment ceases to exist in his case." (Section 550.906)

(2) *Safety devices.* The authority to pay a hazard differential for duties included in appendix A presupposes that adequate safeguards do not exist. When adequate safety precautions taken have reduced the degree of risk to a negligible level, an employee is not performing a duty described in appendix A, and, therefore, no differential is authorized.

b. **Relationship to other premium pay.** (1) *Regulation.* "Relationship to additional pay payable under other statutes. Hazard pay differential is in addition to any additional pay or allowances payable under other statutes. It shall not be considered part of the employee's rate of basic pay in computing additional pay or allowances payable under other statutes." (Section 550.907)

(2) *Relationship to additional pay.* Hazard pay is in addition to any additional pay or allowance to which the employee becomes entitled. It shall not, however, be used to compute any additional pay or allowance payable under another statute. If an employee is being paid a *retained rate*, that rate is his rate of basic pay for purposes of computing hazard pay. In addition, hazard pay differential is not subject to the limitation placed on premium pay by section 5547 of title 5, United States Code (this section limits other premium pay to an amount which will not cause total pay in any pay period to exceed the maximum rate for grade GS-15).

S9-8. SCHEDULE OF IRREGULAR OR INTERMITTENT DUTIES

a. **Schedule of pay differentials.** The Commission publishes a schedule of pay differentials listing hazardous duties and duties involving physical hardship (appendix A to subpart I of part 550 of the Commission's regulations). The schedule is prepared on the basis of information submitted by various agencies. The schedule is not designed to list hazards or hardships on the basis of occupations or for individual cases; it is a list of situations or duties which the Commission has found, on the basis of agency-supplied information, to meet criteria established in the definitions of *duty involving physical hardship* or *hazardous duty* in section 550.902 (b) and (d). As an aid to agencies, further details relating to particular hazards or hardships described in the schedule are in appendix E to book 550 of this supplement.

b. **Regulation.**

APPENDIX A. SCHEDULE OF PAY DIFFERENTIALS AUTHORIZED FOR IRREGULAR OR INTERMITTENT HAZARDOUS DUTY UNDER SUBPART I OF PART 550

Irregular or intermittent duty	*Rate of hazard pay differential*	*Effective date*
Exposure to hazardous weather or terrain:	*Percent*	
(1) *Work in rough and remote terrain.* When working on cliffs, narrow ledges, or near vertical mountainous slopes where a loss of footing would result in serious injury or death, or when working in areas where there is danger of rock falls or avalanches.	25	First pay period beginning after July 1, 1969.
(2) *Traveling under hazardous conditions.* (a) When travel over secondary or unimproved roads to isolated mountain top installations is required at night, or under adverse weather conditions (such as snow, rain, or fog) which limits visibility to less than 100 feet, when there is danger of rock, mud, or snow slides.	25	Do.
(b) When travel in the wintertime, either on foot or by means of vehicle, over secondary or unimproved roads or snow trails, in sparsely settled or isolated areas to isolated installations is required when there is danger of avalanches, or during "white-out" phenomenon which limits visibility to less than 10 feet.	25	Do.
(c) When work or travel in sparsely settled or isolated areas results in exposure to temperatures and/or wind velocity shown to be of considerable danger, or very great danger, on the windchill chart (appendix A-1), and shelter (other than temporary shelter) or assistance is not readily available.	25	Do.
(3) *Snow or ice removal operations.* When participating in snowplowing or snow or ice removal operations, regardless of whether on primary, secondary or other class of roads, when (a) there is danger of avalanche, or (b) there is danger of missing the road and falling down steep mountainous slopes because of lack of snow stakes, "white-out" conditions, or sloping ice-pack covering the snow.	25	Do.
(4) *Water search and rescue operations.* Participating as a member of a water search and rescue team in adverse weather conditions when winds are blowing at 35 m.p.h. (classified as gale winds) or in water search and rescue operations conducted at night.	25	Do.
(5) *Travel on Lake Pontchartrain.* (a) When embarking, disembarking or traveling in small craft (boat) on Lake Pontchartrain when wind direction is from north, northeast, or northwest, and wind velocity is over 15 knots; or	25	Do.
(b) When traveling in small craft, where craft is not radar equipped, on Lake Pontchartrain is necessary due to emergency or unavoidable conditions AND the trip is made in a dense fog under fog run procedures.	25	Do.
(6) *Hazardous boarding or leaving of vessel.* When duties (a), (b), or (c) are performed under adverse conditions of foul weather, or ice, or night and when the sea state is high (3 feet and above): (a) Boarding or leaving vessels at sea or standing offshore during lightering or personnel transfer operations.	25	First pay period beginning after May 7, 1970
(b) Boarding, leaving or transferring equipment between small boats or rafts and steep, rocky or coral surrounded shorelines.	25	Do.
(c) Transferring equipment between a small boat and rudimentary dock by improvised or temporary facility such as an unfastened plank leading from boat to dock.	25	Do.
(7) Conducting craft tests to determine seakeeping characteristics of small craft in a seaway when U.S. Storm Warnings normally indicate unsafe seas for a particular size craft.	25	First pay period beginning on or after October 1, 1972

APPENDIX A. SCHEDULE OF PAY DIFFERENTIALS AUTHORIZED FOR IRREGULAR OR INTERMITTENT HAZARDOUS DUTY UNDER SUBPART I OF PART 550—Continued

Irregular or intermittent duty	*Rate of hazard pay differential*	*Effective date*
Exposure to physiological hazards:	*Percent*	
(1)(a) *Pressure chamber subjects.* Participating as a subject in diving research tests which seek to establish limits for safe pressure profiles by working in a pressure chamber simulating diving or, as an observer to the test or as a technician assembling underwater mock-up components for the test, when the observer or technician is exposed to high pressure gas piping systems, gas cylinders, and pumping devices which are susceptible to explosive ruptures.	25	First pay period beginning after July 1, 1969
(b) *Working in pressurized sonar domes.* Performing checkout of sonar system after sonar dome has been pressurized. This may include such duties as changing transducer elements, setting of transducer turntables checking of cables, piping, valves, circuits, underwater telephone, and pressurization plugs.	8	First pay period beginning after February 16, →1975←
(c) *Working in nonpressurized sonar domes that are a part of an underwater system.* Performing certification of pretrial inspections, involving such duties as calibrating, adjusting, and photographing, and photographing equipment, in limited space and with limited egress.	4	Do.
(2) *Simulated altitude chamber subjects/observers.* Participating in simulated altitude studies ranging from 18,000 to 150,000 feet either as subject or as observer exposed to the same conditions as the subject.	25	First pay period beginning after July 1, 1969
(3) *Centrifuge subjects.* Participating as subject in centrifuge studies involving elevated G forces above the level of 5 G's whether or not at reduced atmospheric pressure.	25	Do.
(4) *Rotational flight simulator subject.* Participating as a subject in a rotational flight simulator in studies involving continuous rotation in one axis through 360° or in a combination of any axes through 360° at rotation rates greater than 15 r.p.m. for periods exceeding three minutes.	25	Do.
Exposure to hazardous agents, work with or in close proximity to:		
(1) *Explosive or incendiary materials.* Explosive or incendiary materials which are unstable and highly sensitive.	25	Do.
(2) *At-sea shock and vibration tests.* Arming explosive charges and/or working with, or in close proximity to, explosive armed charges in connection with at-sea shock and vibration tests of naval vessels, machinery, equipment and supplies.	25	Do.
(3) *Toxic chemical materials.* Toxic chemical materials when there is a possibility of leakage or spillage.	25	Do.
(4) *Fire retardant materials tests.* Conducting tests on fire retardant materials when the tests are performed in ventilation restricted rooms where the atmosphere is continuously contaminated by obnoxious odors and smoke which causes irritation to the eyes and respiratory tract.	25	Do.
(5) *Virulent biologicals.* Materials of micro-organic nature which when introduced into the body are likely to cause serious disease or fatality and for which protective devices do not afford complete protection.	25	Do.

APPENDIX A. SCHEDULE OF PAY DIFFERENTIALS AUTHORIZED FOR IRREGULAR OR INTERMITTENT HAZARDOUS DUTY UNDER SUBPART I OF PART 550—Continued

Irregular or intermittent duty	*Rate of hazard pay differential*	*Effective date*
Participating in liquid missile propulsion tests and certain solid propulsion operations:	*Percent*	
(1) *Tanking and detanking.* Tanking or detanking operations of a missile or the test stand "run" bottles with liquid propellants.	25	Do.
(2) *Hoisting a tanked missile.* Hoisting a tanked missile or a solid propellant propulsion system into and/or over the test stand.	25	Do.
(3) *Pressure tests.* Pressure tests on loaded missiles, missile tanks, or run bottles during prefire preparations.	25	Do.
(4) *Test stand tests.* Test stand operations on loaded missiles under environmental conditions where the high or low temperatures could cause a failure of a critical component.	25	Do.
(5) *Disassembly and breakdown.* Disassembly and breakdown of a contaminated missile system or test stand plumbing after test.	25	Do.
(6) *"Go" condition test stand work.* Working on any test stand above the 50-foot level or any stand work while the system is in a "go" condition.	25	Do.
(7) *Arming and dearming propulsion systems.* Arming, dearming or the installation and/or removal of any squib, explosive device, or a component thereof connected to, or part of, any live or potentially expended liquid or solid propulsion system.	25	Do.
(8) *Demolition and destruct tests.* Demolition, hazards classification, or destruct type tests where the specimen is nonstandard and/or unproven and the test techniques do not conform to standard or proven procedures.	25	Do.
Work in fuel storage tanks:		
When inspecting, cleaning or repairing fuel storage tanks where there is no ready access to an exit, under conditions requiring a breathing apparatus because all or part of the oxygen in the atmosphere has been displaced by toxic vapors or gas, and failure of the breathing apparatus would result in serious injury or death within the time required to leave the tank.	25	First pay period beginning after July 1, 1969
Firefighting:		
(1) *Forest and range fires.* Participating as a member of a firefighting crew in fighting forest and range fires on the fireline.	25	Do.
(2) *Equipment, installation, or building fires.* Participating as an emergency member of a firefighting crew in fighting fires of equipment, installations, or buildings.	25	Do.
(3) *In-water under-pier firefighting operations.* Participating in in-water under-pier firefighting operations (involving hazards beyond those normally encountered in firefighting on land, e.g., strong currents, cold water temperature, etc.).	25	Do.
→**Hot work:**		
Working in confined spaces wherein the employee is subject to temperatures in excess of 110 degrees Fahrenheit.	4	First pay period beginning after February 16, 1975←

APPENDIX A. SCHEDULE OF PAY DIFFERENTIALS AUTHORIZED FOR IRREGULAR OR INTERMITTENT HAZARDOUS DUTY UNDER SUBPART I OF PART 550—Continued

Irregular or intermittent duty	*Rate of hazard pay differential*	*Effective date*
Work in open trenches:	*Percent*	
Work in an open trench 15 feet or more deep until proper shoring has been installed.	25	First pay period beginning after July 1, 1969.
Underground work:		
Work underground performed in the construction of tunnels and shafts, and the inspection of such underground construction, until the necessary lining of the shaft or tunnel has eliminated the hazard.	25	Do.
Underwater duty:		
(1) *Submerged submarine or deep research vehicle.* Duty aboard a submarine or deep research vehicle when it submerges.	25	Do.
(2) *Diving.* Diving, including SCUBA (Self-Contained Underwater Breathing Apparatus) diving, required in scientific and engineering pursuits, or search and rescue operations, when: (a) At a depth of 20 feet or more below the surface; or, (b) Visibility is restricted; or, (c) In rapidly flowing or cold water; or, (d) Vertical access to the surface is restricted by ice, rock, or other structure; or, (e) Testing or working with hardware which presents special hazards (such as work with high voltage equipment or work with underwater mockup components in an underwater space simulation study).	25	Do.
Sea duty aboard deep research vessels:		
Participating in sea duty wherein the team member is engaged in handling equipment on or over the side of the vessel when the sea-state is high (12-knot winds and 3-foot waves) and the work is done on deck in relatively unprotected areas.	25	Do.
Collection of aircraft approach and landing environmental data:		
When operating or monitoring camera equipment adjacent to flight deck in the area of maximum hazard during landing sequence while conducting photographic surveys aboard aircraft carriers during periods of heavy aircraft operations.	25	Do.
Experimental landing/recovery equipment tests:		
Participating in tests of experimental or prototype landing and recovery equipment where personnel are required to serve as test subjects in spacecraft being dropped into the sea or laboratory tanks.	25	Do.
Land impact or pad abort of space vehicle:		
Actual participation in dearming and safing explosive ordnance, toxic propellant and high pressure vessels on vehicles that have land impacted or on vehicles on the launch pad that have reached a point in the countdown where no remote means are available for returning the vehicle to a safe condition.	25	Do.
High work:		
Working on any structure of at least 50 feet above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity.	25	Do.

APPENDIX A. SCHEDULE OF PAY DIFFERENTIALS AUTHORIZED FOR IRREGULAR OR INTERMITTENT HAZARDOUS DUTY UNDER SUBPART I OF PART 550—Continued

Irregular or intermittent duty	*Rate of hazard pay differential*	*Effective date*
Flying, participating in:		
(1) *Pilot proficiency training.* Flights for pilot proficiency training in aircraft new to the pilot under simulated emergency conditions which parallel conditions encountered in performing flight tests.	*Percent* 25	First pay period beginning after July 1, 1969.
(2) *Delivery of new aircraft for flight testing.* Flights to deliver aircraft which has been prepared for one time flight without being test flown prior to delivery flight.	25	Do.
(3) *Test flights of new, modified, or repaired aircraft.* Test flights of a new or repaired aircraft or modified aircraft when the modification may affect the flight characteristics of the aircraft.	25	Do.
(4) *Reduced gravity—parabolic arc flights—subjects/observers.* Reduced gravity flight testing in an aircraft flying a parabolic flight path and providing a testing environment ranging from weightlessness up through +2 gravity conditions.	25	Do.
(5) *Launch and recovery.* Test flights involving launch and recovery aboard an aircraft carrier.	25	Do.
(6) *Limited control flights.* Flights undertaken under unusual and adverse conditions (such as extreme weather, maximum load or overload, limited visibility, extreme turbulence, or low level flights involving fixed or tactical patterns) which threaten or severly limit control of the aircraft.	25	Do.
(7) *Flight tests of expandable aircraft tires.* Landing to test aircraft tires designed to deflate upon retraction, undertaken to appraise the normal deflate-reinflate cycle and also to evaluate the capability to make a satisfactory landing with the tires deflated.	25	Do.
(8) *Landing and taking-off in polar areas.* Landing in polar areas on unprepared snow or ice surfaces and/or taking off under the same conditions.	25	Do.
Experimental parachute jumps:		
Participating as a jumper in field exercises to test and evaluate new types of jumping equipment and/or jumping techniques.	25	Do.
Ground work beneath hovering helicopter:		
Participating in ground operations to attach external load to helicopter hovering just overhead.	25	Do.
➔ **Sling-suspended transfers**:		
When performance of duties requires transfer from a helicopter to a ship via a sling on the end of a steel cable or from a ship to another ship via a chair harness hanging from a high-line between the ships when both vessels are underway.	25	First pay period beginning after Oct. 11, 1969.
Carrier suitability trials aboard aircraft carriers:		
Participating in carrier suitability trials aboard aircraft carriers when work is performed on the flight deck during launch, recovery, and refueling operations.	25	Do.
Cargo handling during lightering operations:		
Off-loading of cargo and supplies from surface ships to Landing Craft-Medium (LCM) boats involving exposure not only to falling cargo but such other hazards as shifting cargo within the LCM, swinging cargo hooks, and possibility of falling between the LCM and cargo vessel.⬅	25	Do.

APPENDIX A. SCHEDULE OF PAY DIFFERENTIALS AUTHORIZED FOR IRREGULAR OR INTERMITTENT HAZARDOUS DUTY UNDER SUBPART I OF PART 550—Continued

Irregular or intermittent duty	*Rate of hazard pay differential*	*Effective date*
	Percent	
→**Working in unsafe structures:** Working within or immediately adjacent to a building or structure which has been severely damaged by earthquake, fire, tornado, flood, or similar cause, when the structure has been declared unsafe by competent technical authority, and when such work is considered necessary for the safety of personnel or recovery of valuable materials or equipment, and the work is authorized by competent authority.	25	First pay period beginning or on after April 11, 1976.←

WINDCHILL CHART

Wind Speed (MPH)	Local temperature (°F)										
	32	23	14	5	−4	−13	−22	−31	−40	−49	−58
Calm	32	23	14	5	−4	−13	−22	−31	−40	−49	−58
5	29	20	10	1	−9	−18	−28	−37	−47	−56	−65
10	18	7	−4	−15	−26	−37	−48	−59	−70	−81	−92
15	13	−1	−13	−25	−37	−49	−61	−73	−85	−97	−109
20	7	−6	−19	−32	−44	−57	−70	−83	−96	−109	−121
25	3	−10	−24	−37	−50	−64	−77	−90	−104	−117	−130
30	1	−13	−27	−41	−54	−68	−82	−97	−109	−123	−137
35	−1	−15	−29	−43	−57	−71	−85	−99	−113	−127	−142
40	−3	−17	−31	−45	−59	−74	−87	−102	−116	−131	−145
45	−3	−18	−32	−46	−61	−75	−89	−104	−118	−132	−147
50	−4	−18	−33	−47	−62	−76	−91	−105	−120	−134	−148
	Little danger		Considerable danger			Very great danger					

For properly clothed persons

Danger from freezing of exposed flesh

(Appendix A, subpart I, part 550)

Appendix A. Advance Payments And Evacuation Payments—Agency Regulations

These regulations are prescribed by the Commission for use by agencies in the executive branch of the Federal Government.

General

Sec. 101. **Purpose.** These regulations govern the authority and procedures for making payments to employees or their dependents, or both, who are evacuated from or within the areas described in section 103(b) of these regulations for military or other reasons which create imminent danger to their lives.

Sec. 102. **Authority.** These regulations are issued under the authority contained in

(a) Section 5527 of title 5, United States Code;

(b) Executive Order 10982 issued December 25, 1961; and

(c) Regulations of the United States Civil Service Commission (5 CFR 550.401, et seq.).

Sec. 103. **Coverage.** (a) *Employees covered.* These regulations apply to (1) civilian employees who are United States citizens or who are United States nationals, (2) to civilian employees who are not citizens or nationals of the United States but who were recruited with a transportation agreement which provides return transportation to the area from which recruited, and (3) to aliens hired in the United States when they are assigned to posts of duty in the areas included in paragraph (b) of this section.

(b) *Locations.* These regulations apply to evacuations from, or within, the United States (including the District of Columbia), the Commonwealth of Puerto Rico, the Canal Zone, and any territory or possession of the United States (excluding the Trust Territory of the Pacific Islands). [When an agency adopts these regulations for use only in specified localities, this paragraph will read: "These regulations apply to evacuations from, or within (fill in the names of the localities to be covered)."]

(c) *Evacuations.* These regulations do not apply to evacuations occasioned by a natural disaster occurring within the 48 contiguous States or the District of Columbia.

Sec. 104. **Entitlement.** (a) Employees and their dependents shall be entitled to be paid only if they meet the requirements of these regulations.

(b) Entitlement to payment shall cease on the date when the employee is determined to be covered by the Missing Persons Act (50 App. U.S.C. 1001 et seq.), unless payment is earlier terminated under these regulations.

Sec. 105. **Definitions.** As used in these regulations, the following terms are defined as follows:

(a) *Advance payment* means the monetary amount payable to an evacuated employee in advance of the date on which the employee would otherwise be entitled to be paid.

(b) *Day* means calendar day except when otherwise specified.

(c) *Dependent* means a relative of the employee residing with the employee and dependent on the employee for support.

(d) *Designated representative* means a person 16 years of age or over who is named by an employee for the purpose of caring for a dependent.

(e) *Evacuated employee* means an employee who is evacuated from his post of assignment or who is at the evacuated post but cannot be evacuated for reasons beyond his control.

(f) *Evacuation payment* means the monetary amount payable to an employee, his dependents, or designated representative during a period of evacuation.

(g) *Monetary amount* is the net amount of pay (including any allowances or post differentials) due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable.

(h) *Safe haven post* means a post designated as the post to which the employee or his dependents will be evacuated, or means a post to which the employee or his dependents are actually evacuated.

(i) *Special allowance* means an additional allowance payment to offset the direct added expenses incident to an evacuation.

Sec. 106. **Order of evacuation.** For purposes of these regulations, an order of evacuation is either an oral or written order to evacuate a post of assignment or an area in which the post of assignment is located.

Advance Payments

Sec. 110. **Entitlement to advance payment.** An evacuated employee may be paid an advance payment when in the opinion of the authorizing officer payment is required to help the employee defray the immediate expenses incident to his evacuation or the evacuation of his dependents.

Sec. 111. **Rate of advance payment.** The advance payments shall be based on the rate of pay (including any allowances or post differential) to which he was entitled immediately prior to the issuance of the order of evacuation.

Sec. 112. **Amount of advance payment.** The amount of the advance payment is the monetary amount covering a period of not to exceed 30 days or a lesser number of days as determined appropriate by the authorizing officer.

Sec. 113. **Computation of advance payment.** Computation of the amount of the advance payment as prescribed by section 112 shall be made as follows:

(a) For full-time and regular part-time employees, the amount of advance payment shall be computed on the basis of the number of regularly scheduled workdays that will occur during the period as determined under section 112.

(b) For intermittent employees, the amount of advance payment shall be computed on the basis of the number of days on which the employee would be expected to work during the period as determined under section 112. The number of days shall be determined, whenever possible, by approximating the number of days per week normally worked by the employee during an average six weeks period.

Sec. 114. **To whom paid.** The advance payments may be paid to the employee, an adult dependent (that is, one 16 years of age or over), or a designated representative. When these payments are made to other than the employee, prior written authorization must have been given by the employee.

Sec. 115. **When paid.** The advance payment may be made at any time after the order of evacuation is given, but not later than the expiration of 30 days after the effective date of the evacuation.

Sec. 116. **Recovery.** (a) *General requirements.* After an employee's account is reviewed as required by section 144 of these regulations, and it is found that the employee is indebted for any part of the advance payment made to him, his dependents, or designated representative, recovery of the indebtedness will be effected by the payroll office having jurisdiction over the employee's account unless a waiver of recovery has been approved. Repayment of the indebtedness may be made either in full or in partial payments as agreed upon by the payroll officer and the employee.

(b) *Waiver of recovery.* Recovery of indebtedness for advance payment shall not be required when it is determined by ____________[1] that the recovery would be against equity and good conscience, or against the public interest. Findings which formed the basis for waiver of recovery shall be filed in the employee's personnel folder on the permanent side.

---

[1] Insert the name of the head of the agency or his authorized delegate.

Evacuation Payments

Sec. 120. **Rate of evacuation payment.** An employee's evacuation payment is computed on the rate of pay (including allowances or post differentials) to which he was entitled immediately prior to the issuance of the order of evacuation.

Sec. 121. **Duration of evacuation payments.** Evacuation payments shall be made to an evacuated employee, an adult dependent (that is, one 16 years of age or over), or his designated representative during the period of time (but not to exceed 180 days) in which the order of evacuation remains in effect, unless earlier terminated under these regulations. When the evacuation is ordered, a report will immediately be submitted to ____________[1] and will contain the following information:

(a) Expected duration of the evacuation;
(b) Number of evacuated employees;
(c) Feasibility of officially reassigning evacuated employees to other positions;
(d) Number and kinds of evacuated employees needed to reactivate the post from which evacuated; and
(e) Any other facts or circumstances which may aid in determining whether evacuation payments are necessary beyond the first 60 days of the period of evacuation.

A similar report will be made after the expiration of 45 days of evacuation. Upon receipt of this report, a determination will be made as to the number of evacuated employees who will be required to be retained as the civilian staff available for the performance of duty and for whom evacuation payments may be continued beyond the first 60 days of the period of evacuation. As soon as this determination is made, the post will be instructed as to the number of evacuated employees who may continue to receive evacuation payments and the duration of the period for which such payments will continue. When the extension thus granted is less than 120 additional days, and the evacuation lasts beyond the approved period for continuation of the evacuation payments, approval for continuation of evacuation payments up to the full 120 additional days must be secured from ____________.[1]

Sec. 122. **Computation and payment of evacuation payments.** (a) Insofar as practicable, evacuation payments shall be paid on the employee's regular pay days, and computed as follows:

(1) For full-time and regular part-time employees, the amount of the evacuation payment shall be computed on the basis of the employee's regularly scheduled workweek.
(2) For intermittent employees, the amount of the evacuation payment shall be computed, whenever possible, by approximating the number of days per week normally worked by the employee during an average six weeks period.

(b) When the employee is evacuated, the amount of allowances and post differentials which may be due shall be computed in accordance with the applicable provisions of part 591 of the Commission's regulations (chapter III of title 5 of the Code of Federal Regulations, 5 CFR 591, et. seq.).

Sec. 123. **To whom paid.** Evacuation payments may be paid to the employee, an adult dependent (that is, one 16 years of age or over), or a designated representative. When payment is made to other than the employee, prior written authorization must have been given by the employee.

Sec. 124. **Relationship between advance payment and evacuation payment.** When an advance payment has been made to or for the account of the employee, the amount of the advance payment shall not diminish the amount of the evacuation payments which would otherwise be due the employee.

Sec. 125. **Work assignments for evacuated employees.** (a) Evacuated employees at safehaven posts may be assigned to perform any work considered as necessary or required to be performed during the period of the evacuation without regard to the grades or titles of the employees.

---

[1] Insert the name of the head of the agency or his authorized delegate.

(b) Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

(c) When part-time employees, either regular or intermittent, are given assigned work at the safe haven post, records of the number of hours worked will be maintained so that payment may be made for any hours of work which are greater than the number of hours on which evacuation payments are computed.

Special Allowances

Sec. 130. **Purpose of special allowances.** Special allowances are paid to evacuated employees to offset any direct added expenses which are incurred by the employee as a result of his evacuation or the evacuation of his dependents.

Sec. 131. **Determining direct added expenses.** In determining the direct added expenses which may be payable as special allowances under these regulations, the following items shall be considered:

(a) *Travel expenses.* The travel expenses and per diem for the evacuated employee and the travel expenses for his dependents shall be determined in accordance with the Standardized Government Travel Regulations issued by the Bureau of the Budget and implementing travel regulations. In addition, per diem is authorized for dependents of the evacuated employee at a rate which is equal to the rate payable to the employee, as determined in accordance with the Standardized Government Travel Regulations (except that the rate for dependents under 11 years of age shall be one-half this rate). Per diem for the employee and his dependents will be payable from the date of departure from the evacuation post through the date of arrival at the safe haven post, including any period of delay enroute which is beyond the evacuee's control or which may result from evacuation travel arrangements. After arrival at a safe haven post, subsistence expenses are authorized under paragraph (b).

(b) *Subsistence expenses.* Unless otherwise directed by the U.S. Civil Service Commission, subsistence expenses for the evacuated employee or his dependents shall be determined at applicable per diem rates for the safe haven post or for a station other than the safe haven post which has been approved by appropriate authority. Such subsistence expenses shall begin to be paid on the date following arrival and may continue until terminated under these regulations. The subsistence expenses shall be computed on a daily rate basis, as follows:

(1) The applicable maximum per diem rate for the employee and each dependent who is 11 years of age or over; and one-half such rate for each dependent under 11 years of age. This prescribed maximum rate shall be paid for a period *not to exceed* the first 30 days of evacuation.

(2) After expiration of the 30-day period and if the evacuation has not been terminated, the per diem rate shall be computed at 60 percent of the rates prescribed in subparagraph (1) until a determination is made by competent authority that subsistence expenses are no longer authorized but not to exceed 180 days after the evacuation.

(3) The daily rate of the subsistence expense allowance actually paid an employee shall be either the maximum rate determined in accordance with subparagraphs (1) and (2) above, or a lower rate if, in the judgment of the authorizing officer, such lower rate would be more in keeping with the employee's or his dependents' necessary living expenses.

Payment of the subsistence expenses provided under this paragraph shall be decreased by the applicable per person amount for any period during which the employee is authorized regular travel per diem in accordance with Standardized Government Travel Regulations, and implementing travel regulations.

General Provisions

Sec. 140. **Designation of safe haven post.** A safe haven post shall be selected as far in advance of any actual, or possible, evacuation as practicable, and employees will be notified of the designated safe haven post to which it is expected that they and their dependents will be evacuated in any emergency requiring evacuation. Alternate safe haven posts may be designated when considered necessary.

SEC. 141. **Payment procedure.** Payment of advance payments and evacuation payments and any required adjustments thereof will be made in accordance with procedures approved by ________________.[1]

SEC. 142. **Termination of payments.** Entitlement to advance or evacuation payments during an evacuation shall cease when:

(a) The evacuated employee is assigned to another duty station outside the evacuation area;

(b) He abandons or is otherwise separated from his position; or

(c) His employment is terminated by his transfer to retirement rolls or other type of annuity based on cessation of civilian employment, or

(d) He resumes his duties at the post from which he had been evacuated.

SEC. 143. **Return to assignment.** Not later than the expiration of 180 days after the date of evacuation, or when the emergency or evacuation situation is terminated, whichever is the earlier, an employee must be returned to his regular post of assignment, or appropriate action must be taken to reassign him to another post. This action must be taken in accordance with prescribed civil service procedures.

SEC. 144. **Review—employee accounts.** (a) The payroll office having jurisdiction over the employee's accounts shall review his accounts at the earliest possible date after the evacuation is terminated, or earlier if the circumstances justify, or after the employee returns to his assigned post of duty, or when the employee is reassigned officially to another post.

(b) For the period or periods covered by any payments under these regulations, the employee shall be considered as though he had rendered active Federal service in his regular position without a break in service. His pay shall be adjusted on the basis of the rates of pay, and allowances or post differentials, if any, to which he would otherwise have been entitled under all applicable statutes other than section 5527 of title 5, United States Code. Any adjustments in his accounts shall also reflect payments made to the employee as authorized by sections 110 through 116 of these regulations.

SEC. 145. **Employees of other agencies.** When either advance payments, evacuation payments, or special allowances are paid to, or for the account of, an employee of another agency, the employee's payroll office will be notified immediately of the amount of the payment, the kind of payment made, and to whom the payment was made.

---

[1] Insert the name of the head of the agency or his authorized delegate.

Appendix B. Agencies Having Approved Agency Regulations for Advance and Evacuation Payments Under Section 5527 of Title 5, United States Code, and Executive Order 10982

Agency	*Area*
Agency for International Development	United States area[1]
Atomic Energy Commission	Do.
Agriculture, Department of	Do.
American Battle Monuments Commission	Washington, D.C. metropolitan area
Civil Service Commission	United States area
Commerce, Department of	Do.
Defense, Department of	Do.
District of Columbia, government of the	Do.
Export-Import Bank of Washington	Do.
Farm Credit Administration	Do.
Federal Coal Mine Safety Board of Review	United States (including the District of Columbia)
Federal Communications Commission	United States area
Federal Power Commission	United States (including the District of Columbia)
Federal Trade Commission	Do.
General Accounting Office	United States area
→Government Printing Office	Do.←
General Services Administration	Do.
Health, Education, and Welfare, Department of	Do.
Housing and Urban Development, Department of	Do.
Interior, Department of the	Do.
Interstate Commerce Commission	Do.
Justice, Department of	Do.
Labor, Department of	Do.
National Aeronautics and Space Administration	Do.
National Science Foundation	Do.
Panama Canal Company	United States (including the District of Columbia) and the Canal Zone

---

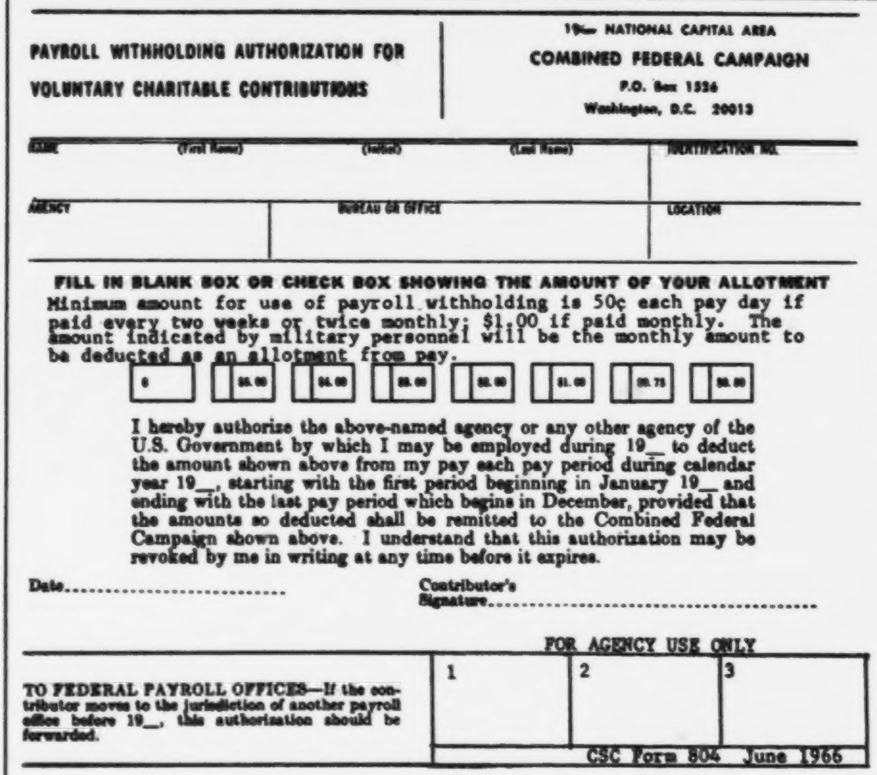
[1] See footnote on next page.

Agency	*Area*
Peace Corps	United States area[1]
Railroad Retirement Board	Forty-eight contiguous States and the District of Columbia
Saint Lawrence Seaway Development Corporation	United States area
Selective Service System	United States (including the District of Columbia), the Commonwealth of Puerto Rico, and the Virgin Islands
Small Business Administration	United States area
Subversive Activities Control Board	United States (including the District of Columbia)
Transportation, Department of	United States area
Treasury Department	Do.
United States Information Agency	Do.
Veterans Administration	Do.

---

[1] "United States area" includes the United States (including the District of Columbia), the Commonwealth of Puerto Rico, the Canal Zone, and Territories and Possessions of the United States (exclusive of the Trust Territory of the Pacific Islands).

Appendix C. Payroll Withholding Authorization Forms



PAYROLL WITHHOLDING AUTHORIZATION FOR VOLUNTARY CHARITABLE CONTRIBUTIONS

19— NATIONAL CAPITAL AREA
COMBINED FEDERAL CAMPAIGN
P.O. Box 1536
Washington, D.C. 20013

NAME (First Name) (Initial) (Last Name)
IDENTIFICATION NO.
AGENCY
BUREAU OR OFFICE
LOCATION

FILL IN BLANK BOX OR CHECK BOX SHOWING THE AMOUNT OF YOUR ALLOTMENT
Minimum amount for use of payroll withholding is 50¢ each pay day if paid every two weeks or twice monthly; $1.00 if paid monthly. The amount indicated by military personnel will be the monthly amount to be deducted as an allotment from pay.

$ ☐ $5.00 ☐ $4.00 ☐ $3.00 ☐ $2.00 ☐ $1.00 ☐ $0.75 ☐ $0.50

I hereby authorize the above-named agency or any other agency of the U.S. Government by which I may be employed during 19__ to deduct the amount shown above from my pay each pay period during calendar year 19__, starting with the first period beginning in January 19__ and ending with the last pay period which begins in December, provided that the amounts so deducted shall be remitted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

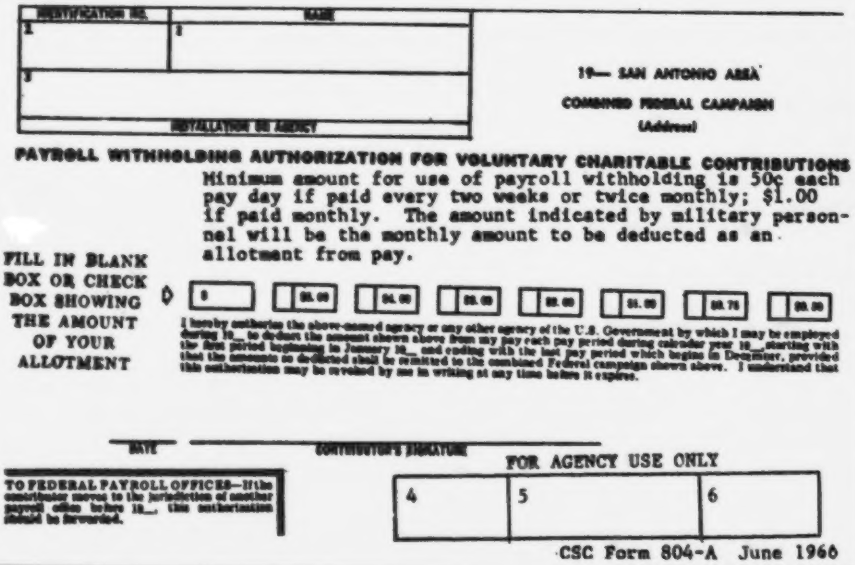
Date............................
Contributor's Signature..

TO FEDERAL PAYROLL OFFICES—If the contributor moves to the jurisdiction of another payroll office before 19__, this authorization should be forwarded.

FOR AGENCY USE ONLY

1	2	3

CSC Form 804 June 1966



IDENTIFICATION NO.
NAME
1
2
3
INSTALLATION OR AGENCY

19— SAN ANTONIO AREA
COMBINED FEDERAL CAMPAIGN
(Address)

PAYROLL WITHHOLDING AUTHORIZATION FOR VOLUNTARY CHARITABLE CONTRIBUTIONS

Minimum amount for use of payroll withholding is 50¢ each pay day if paid every two weeks or twice monthly; $1.00 if paid monthly. The amount indicated by military personnel will be the monthly amount to be deducted as an allotment from pay.

FILL IN BLANK BOX OR CHECK BOX SHOWING THE AMOUNT OF YOUR ALLOTMENT

$ ☐ $5.00 ☐ $4.00 ☐ $3.00 ☐ $2.00 ☐ $1.00 ☐ $0.75 ☐ $0.50

I hereby authorize the above-named agency or any other agency of the U.S. Government by which I may be employed during 19__ to deduct the amount shown above from my pay each pay period during calendar year 19__, starting with the first period beginning in January 19__ and ending with the last pay period which begins in December, provided that the amounts so deducted shall be remitted to the combined Federal campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

DATE
CONTRIBUTOR'S SIGNATURE

TO FEDERAL PAYROLL OFFICES—If the contributor moves to the jurisdiction of another payroll office before 19__, this authorization should be forwarded.

FOR AGENCY USE ONLY

4	5	6

CSC Form 804-A June 1966

Appendix D. Agency Severance

Summary of Payment Responsibility

[Note: Use this table when a former employee of the Federal Government or the District of Columbia is reemployed after a break in service of less than one year.]

Type of Reemployment	*Losing (Paying) Agency*	*Reemploying Agency*
Appointment without time limitation (without a break in service or after a break in service of less than one year).	1. Upon notice of reemployment, discontinue severance pay payments. 2. Release the employee's Official Personnel Folder to the employing agency.	1. Determine whether employee is receiving or is entitled to receive severance pay (by wire, by phone, by review of available SF 50, by sending an SF 75). 2. Notify losing agency of reemployment. 3. Request Official Personnel Folder. 4. Note that severance pay was discontinued on appointment SF 50. 5. Record number of weeks severance pay already paid on appointment SF 50.
Part-time, full-time, or intermittent time-limited appointment for *more* than one year after more than a 3-day break in service.	1. Upon notice of reemployment, discontinue severance pay payments. 2. Release the employee's Official Personnel Folder to the employing agency.	1. Determine whether employee is receiving severance pay (as above). 2. Notify losing agency of reemployment. 3. Request Official Personnel Folder. 4. Note that severance pay was discontinued on appointment SF 50. 5. Record number of weeks severance pay already paid on appointment SF 50.

Summary of Payment Responsibility—Continued

Type of Reemployment	*Losing (Paying) Agency*	*Reemploying Agency*
Full-time time-limited appointment for one year or less after more than a 3-day break in service. **Part-time or intermittent time-limited appointment for one year or less before or after a 3-day break in service.**	1. Upon notice of reemployment, interrupt (postpone) the payment of severance pay. 2. Retain Official Personnel Folder. 3. Upon notice of termination of reemployment, complete payment of the severance pay previously computed. 4. Upon completion of payments, release the Official Personnel Folder to the National Personnel Records Center or any subsequent reemploying agency after amending the separation SF 50 to indicate the interruption that occurred.	1. Determine whether employee is receiving severance pay (as above). 2. Notify losing agency of reemployment by phone or wire, confirm by SF 50, and note on the appointment SF 50 that severance pay was postponed by the losing agency until the termination of the appointment. 3. Upon termination of the appointment, notify the losing agency by SF 50 noting that "severance pay payments are to be resumed by the losing agency."
Full-time time-limited appointment without a break in service or after a break in service of three days or less.	1. Upon notice of reemployment, do not begin severance pay payments. 2. Retain Official Personnel Folder. 3. Upon notice of termination of reemployment, recompute severance pay based on new age and new service and begin payments. 4. Amend the separation SF 50 to indicate the reemployment and recomputation. 5. Upon full payment of the severance pay earned, release the Official Personnel Folder to the National Personnel Records Center or any subsequent reemploying agency.	1. Determine whether employee is entitled to receive severance pay (as above). 2. Notify losing agency of reemployment by phone or wire, confirm by SF 50, and note on appointment SF 50 that the employee "retains severance pay entitlement." 3. Upon termination of the appointment, notify the losing agency by SF 50 noting that "severance pay payments are to be commenced by the losing agency." 4. Also note that severance pay is to be recomputed by the losing agency.

Appendix E. Background Information on Appendix A to Part 550

The material in this appendix is intended to serve as an aid to agencies in determining what situations a hazardous duty described in appendix A to part 550 covers. This material reflects some of the facts the Commission considered in making its determination to authorize a hazard differential, and we hope that it will serve better to identify the nature of the hazard the differential is intended to compensate.

Exposure to Hazardous Weather or Terrain

a. **Work in rough and remote terrain.** Removing injured people from remote and inaccessible spots at high altitudes, often in conditions of high wind, extreme cold, limited visibility, and with sheer drops of thousands of feet, is typical of the unusual risks contemplated.

b. **Traveling under hazardous conditions.** These unusual hazards arise from the need to maintain and supply isolated installations. Because of the urgency of the situation, control over the hazard is reduced.

(c) **Snow or ice removal operations.** Dangers of avalanche or of missing the road are likely to occur at almost any time between December and May in our mountainous Western parks; when the conditions described persist, the degree of exposure is 100 percent. The danger of avalanche is always increased during snow removal operations by virtue of the sound waves from the noise created by the snowplow or bulldozer itself setting off the avalanche. Snow stakes may be missing or entirely covered by the snow. The snowplow operator must also contend with the white-out phenomenon and must rely solely on his vision to keep him oriented to his surroundings. Sometimes, the ice fields which form on the road can build to heights of 10 to 20 feet, and can be described as a sloping skating rink.

(d) **Water search and rescue operations.** High winds or lack of visibility increases the danger of swamping or collision when working close to a distressed craft. The length of exposure could be up to several hours on any occasion and missions occur a dozen or more times annually at most of our water-oriented recreation areas.

(e) **Travel on Lake Pontchartrain.** A VORTAC (i.e., a very high frequency omnidirectional range and tactical air navigation aid, located in a single building) facility serves as an en route navigational aid and as a critical approach aid to both Moisant and Lake Front Airports, which are located near New Orleans. An outage of the facility may result in traffic delays at either airport as well as rerouting other traffic.

Lake Pontchartrain is a shallow water lake, with an average depth of 15 feet. This lake is considered treacherous by the Coast Guard and other persons affiliated with inland water navigation and, in fact, is considered one of the most treacherous bodies of water in the United States. Wave action, stirred up by the winds, does not come from one direction only, but from several directions at once. When winds on Lake Pontchartrain reach 15 knots or higher from the north, northeast, or northwest, travel by small craft (Coast Guard regulations define small craft as 60 feet and under) to and from the New Orleans (Moisant VORTAC) facility becomes arduous.

Boat Is Seaworthy

Travel to the facility is made in a 38-foot crew boat, which is capable of withstanding all types of seas occurring on Lake Pontchartrain. However, travel to and from the VORTAC facility must be made by passing under the Lake Pontchartrain Causeway (bridge). During periods of calm seas, the boat can pass under the causeway at any point, but during rough seas, the boat must pass under a hump in the causeway located three miles from the south shore. This is necessary so that the top of the boat will not strike the causeway when riding upon a wave. Passing under the hump is hazardous because the winds tend to drive the boat in one direction, and the wave action tends to drive the boat in another. Travel is naturally more hazardous when conducted at night or in fog.

Upon reaching the facility, a technician must disembark onto a landing dock. There are two ways to disembark from the boat. One is by grabbing a handline that is hung from a pipe structure and stepping from the boat to the landing dock. The other method is by means of a hoist that is electronically controlled by radio.

Maneuvering Becomes Difficult

During rough seas the landing dock is always wet and slippery. With a north wind the handline is blown toward the boat, thereby reducing the distance the technician must reach for the handline. Maneuvering the boat under these conditions becomes quite difficult. When the sea is too rough for the boat to get close enough to the dock for the employee to disembark, the hoist is used. It is lowered and maneuvered over the boat so that the technician can swing into the seat when the bow of the boat crests at its highest point. Once the technician is on the seat the boat must immediately back out and the seat raised so that the boat cannot crest and strike the technician.

Operation of the boat to the VORTAC in Lake Pontchartrain is performed under the conditions described above approximately 15 times per year. A few of these trips are unintentional, when the weather condition occurs without warning while the boat is en route. Generally, there are two or three persons on the boat during each of these trips.

The decision to make the trip or to attempt to transfer to the VORTAC rests with the employee and his supervisor. However, these employees are not expected to make no-go decisions except under conditions so hazardous that injury or loss would be probable. This is the only control which can be exercised over the hazard.

→(f) **Hazardous boarding or leaving of vessels.** Fisheries Management Agents while on patrol duty aboard U.S. Coast Guard Cutters or Bureau vessels are called on to make boarding of ships involved in fisheries off the shores of the United States. These boardings usually involve being lowered in a small boat from the patrol ship and catching and climbing a Jacob's ladder from the small boat to the vessel being visited. Under adverse sea conditions, i.e., seas over 3 feet in height, there is considerable danger in making such transfers due to the erratic and rapid change in relative motions between the small boat and ship with frequent collisions of the vessels. In freezing weather, the prospect of ice on the boat and boarding ladder greatly increase the risk involved.

FDA inspectors from the Seattle District are required to conduct inspections of seafood canneries and processors located throughout Alaska. As some of the canneries are mobile and are located in remote areas, it is necessary at times for inspectors to travel on small fishing vessels as no other means of transportation is available. On such occasions when the wind is high, the inspectors are exposed to considerable hazard. They must carry large quantities of dry ice and other gear. At times they must load this equipment onto the boats at docks where no facilities exist other than an unfastened plank leading from the dock to the boat. During periods of rain and high wind they must exercise extreme care and skill to avoid falling into the water the temperature of which is sometimes only a few degrees above freezing. Transferring the heavy gear from the small boats to the larger floating canneries is even more hazardous as the inspectors, should they fall into the water, are exposed to the danger of being crushed between the two vessels or being unable to surface.←

→g. **Work on small craft under unsafe sea conditions.** A differential is authorized for work on small test craft when the U.S. Storm Warning System indicates a hazardous sea state for a particular type of craft being tested. Specifically, a Small Craft Warning signal would apply to small test craft, and a Gale Warning signal would apply to larger test craft.←

Exposure to Physiological Hazards

a. **Pressure chamber subjects.** Hazards of duty as a pressure chamber subject in a diving research test consist of exposure of the body to increased ambient pressures of compressed air, oxygen, or mixed gaseous environments within the hull of a pressure vessel, or all three; and for operating personnel, close and nonavoidable exposures in association with complex, high pressure gas piping systems, gas cylinders and pumping devices which are susceptible to explosive ruptures. Specifically, this duty is considered to be hazardous when participating as the test subject because the life-support ability of the pressure vessel atmosphere can be affected by gas contamination, smoke, fire, extremes of temperature, and improper replenishment gases. Diving accidents and decompression sickness often are not manifest until many hours after completion of an operation, and the hazardous state continues to exist until all body tissues and vital processes have returned to preexposure equilibrium status.

b. **Simulated altitude chamber subjects/observers.** Air pressure decrease causes increase in blood pressure and pulse rate, which is particularly hazardous because of the experimental nature of the studies.

c. **Centrifuge subjects.** Many untoward effects have been observed as a result of human centrifugation. Some of the more minor effects are decreased arterial oxygen, petechial hemorrhage in the skin, and temporary loss of peripheral vision. Some of the more serious include unconsciousness, convulsions, life-threatening cardiac arrhythmias, intracranial hemorrhages, subendocardial hemorrhage of the heart, fractures of bony structures and retinal hemorrhages in the eye. All of these have occurred at normal atmospheric conditions. Research

requirements often dictate the collection of data under severe acceleration loadings, and the protection of subjects against such loadings is incompatible with the intent of the research.

d. **Rotational flight simulator subject.** Simulated rotational flight is required to accomplish research in the field of stress situations anticipated for space operations, and their effects relative to the limits of human tolerance and adaptive capacity. Participation can result in severe cardiovascular stress, particularly at the lower r.p.m., which causes decrease in blood flow to vital organs (particularly brain and heart) with resulting damage to organs. The only control over the hazard, in the strictest sense, is nonexposure. Once a person has been considered to be physically qualified to perform this type of hazardous duty, and his exposure in the simulator has become necessary, there is no control over the physiological stresses caused by angular acceleration.

Exposure to Hazardous Agents

(Working with or in close proximity to)

a. **Explosive or incendiary materials.** This duty includes assembling, loading, testing or cleaning explosive ordnance such as fuses, primers, detonators, auxiliary detonators, cartridges, projectiles, gun ammunition, and the like. Also, conducting tests to evaluate the ballistic properties of explosive materials.

Where employees have knowledge and experience concerning ordnance and ordnance functioning, and work with known ordnance has been taken into account in classifying the employee's position, no hazard differential is payable for work with known ordnance. However, work with unknown explosive ordnance is still unusually hazardous for these employees, and a hazard differential is payable to them. There are definite hazards when explosive ordnance is manually manipulated, or when new or unevaluated, mechanical, or explosive techniques are applied to explosive ordnance which is then approached or handled for examination and evaluation. The sensitivity or stability, or both, of those items, or components of those items, have been altered to an unknown degree. Though normal safety precautions are taken, the hazards cannot be eliminated.

b. **At-sea shock and vibration tests.** This duty requires arming explosive charges or working with, or in close proximity to (or both), explosive armed charges in at-sea shock and vibration tests of naval vessels, machinery, equipment and supplies. For shock and vibration tests of machinery, equipment, and supplies, charges are armed on shore at water's edge according to a detailed time schedule. Tests of this type are done about once a week. Sixty pound charges are used for these tests. The charge is armed in a discarded 5-inch gun mount which has grated metal doors in the water side and has a thin sheet metal 3-sided structure within it.

From the time the bomb is assembled to the time it is carried out of the bargette and positioned, by a crane, underwater for shielding, there is danger of explosion. The bomb is towed to position about 200 feet off-shore. The equipment, machinery, or supplies to be tested are properly secured in a metal barge which is towed to position off-shore. After the test barge is in position and bomb is towed within 20 feet of the barge, an engineer/technician goes out to the barge to check the equipment just before the actual test. At this time, there is a hazard of explosion of the bomb. For shock tests of ships at sea, bombs are 1,200; 10,000; or 40,000 pounds. The bombs are armed with the assistance of engineers/technicians on a tug at sea. All persons on the tug are in danger of loss of life should the bomb accidently explode. Tests like these are done two or three times a year. The bomb is positioned to shock test a complete ship.

c. **Toxic chemical materials.** Examples of work involving exposure to toxic chemical materials include:

▶ Preparing toxic chemical test solution for aerosol and vapor dispersion.

▶ Operating various types of chemical engineering equipment in a restricted area, such as reactors, filters, stripping units, fractioning columns, blenders, mixers, or pumps, utilized in the development, manufacturing, and processing of toxic and experimental chemical warfare agents and the impregnating of chemicals.

▶ Handling or working with toxic chemical agents such as mustard, nerve, phosgene, or chlorine.

d. **Fire retardant materials tests.** This duty is performed by personnel conducting tests in a draft-free, ventilation-restricted, confined room, largely saturated with smoke-filled air. It is necessary to work in a room with these specifications in order to perform the tests properly. Prolonged exposure can result in chronic conjunctivitis, and inhalation of the fumes may result in increased respiratory ailments.

e. **Virulent biologicals.** This duty includes:

▶ Operating or maintaining equipment in biological experimentation or production.

▶ Cleaning and sterilization of vessels and equipment contaminated with virulent microorganisms.

▶ Caring for or handling disease-contaminated experimental animals in biological experimentation and production in medical laboratories, the primary mission of which is research and development not associated directly with patient care. This includes manipulating animals infected with virulent organisms, such as inoculating of animals, obtaining blood and tissue specimens, and disposing of excreta and contaminated bedding and cages.

▶ Cultivating virulent organisms on artificial mediums, including embryonated hen's eggs and tissue cultures where inoculation or harvesting of living organisms is involved for production of vaccines, toxides, etc., or for sources of material for research investigations such as antigenic analysis and chemical analysis.

Participating in Liquid Missile Propulsion Tests and Certain Solid Propulsion Operations

a. **Tanking and detanking.** Hypergolic propellant components are inhibited red fuming nitric acid (IRFNA), and unsymmetrical dimethylhydrizine (UDMH). In contact with each other they react violently, causing a fire or explosion. This can occur in either the liquid or vapor phase. Missile tanking and detanking operations are manually controlled and monitored. Personnel handling these agents are dressed in impermeable clothing and either use canister type masks or breathe air supplied from cylinders. This type of personnel protection is adequate for light vapor concentrations, minor splashes and spills but provides no protection from fires, explosions, ruptured vessels, and major spills.

b. **Hoisting a tanked missile.** Hoisting a live propulsion system, either liquid or solid, is considered extremely hazardous since a drop or accidental release of the specimen would most likely result in a fire or explosion, or both. Many of these hoists are made up to 40 feet in height and on specimens with up to 10,000 pounds of propellant, no 100 percent safeguards can be devised.

(c) **Pressure tests.** Pressure tests are usually conducted to determine the stability or integrity of a system. It is not unusual for a component to fail under a pressure test resulting in a liquid or a vapor leak. The usual consequence of this is a contaminated area or system with the possibility of a fire or explosion.

d. **Test stand tests.** Missiles ordinarily are tanked at ambient temperatures. When they are placed in environmental chambers the high or low temperatures set up stresses in the tankage and plumbing systems. Leaks frequently occur; this creates a situation that could result in a fire or explosion.

e. **Disassembly and breakdown.** In disassembly of a contaminated missile, pockets of contaminants are frequently exposed and sometimes erupt into fires or minor explosions. The vapor of UDMH and IRFNA are always a source of potential danger in an operation of this type.

f. **"Go" condition test stand work.** Test stand work, at elevated heights, under any condition is hazardous and working in close proximity with a missile or a system under pressure is extremely so. Any misadventure with the confinement of the test stand structure would end disastrously.

g. **Arming and dearming propulsion systems.** It is rather common practice on liquid propulsion systems to charge out squibs or igniters after the missile is in a "go" status in the test stand. At this time, with all the instrumentation connected, there is always the possiblity of transient voltage and current buildup on or within the system. This condition can easily result in a premature firing or ignition while personnel are exposed.

h. **Demolition and destruct tests.** Frequently during a development program special tests of various types are required to prove or estimate a component or to establish the integrity of an explosive or initiating charge under certain conditions. These tests are usually conducted with very little basic information about the potential hazards involved, with incomplete or fragmentary test plans, and on hastily improvised test fixtures. Personnel are required to work in the proximity of a dangerous item of unknown characteristics.

Work in Fuel Storage Tanks

The fuel tanks are underground and access is achieved by means of a vertical ladder. A breathing apparatus is required because the oxygen in the atmosphere has been displaced by toxic vapors. If the breathing apparatus should fail, and a person had to inhale the air in these tanks, he would become unconscious in a few breaths, either from the oxygen deficiency or the toxic vapors. Within the time required to get him up the ladder, and out through the manhole, the employee might suffer serious injury or death from lack of oxygen or from inhaling the toxic fumes.

Firefighting

a. **Forest and range fires.** While all employees of the Forest Service are subject to being placed on the fire line, except for those in the Fire Suppression series fighting forest fires is actually an irregular and intermittent duty; it is not taken into account in grading their positions and is not usually involved in carrying out the general duties of the positions. Fighting forest fires is hazardous without question. The work is usually done in precipitous mountain terrain, where there is almost continuous danger from falling rocks or falling trees. Often the work is at night because fires are usually less active at that time and it is advantageous to concentrate on fire suppression then, or in the early morning. It is not possible to predict just just what a fire is going to do at all times. Winds in canyons and on side slopes often change directions almost instantaneously. A gentle breeze at one time may become almost a hurricane a few minutes later. Fires that appear docile and almost out may in a very short time become a roaring inferno.

b. **Equipment, installation, or building fires.** No distinction is made between Government and non-Government owners in the description of this hazardous duty. The degree of hazard to an employee is not affected by who owns the structure, installation, or building.

c. **In-water under-pier firefighting operations.** Participating in in-water under-pier firefighting operations involves hazards beyond those normally encountered in firefighting on land (strong currents, cold water temperature, etc.). This duty involves in-water operation of a floating monitor equipped with a firehose nozzle to which is attached a firehose from either a tugboat or a nearby vehicle. The in-water firefighting operation exposes the employee not only to the hazards of temperature and tidal conditions but also the hazards from falling timbers breaking loose from under piers, from exposure to heat and smoke, and from exposed (burned out) electrical wire which, in the environment of water, creates a possibility of serious exposure to electrical shock.

Work in Open Trenches

This duty is hazardous because of danger of the sides of a trench caving in and burying the men who are digging it.

Underground Work

Underground work associated with the construction of tunnels and shaft is considerably more hazardous than ordinary construction. An indication of the hazard is that most labor agreements between the construction trades and contractor associations include a wage differential for crafts working underground. There are hazards involved in underground excavation which cannot be eliminated nor substantially reduced by the application of safety measures. These include the presence from time to time of explosives, fallouts, and cave-ins, confined working areas and limited escape routes, and unanticipated excessive dust or other atmospheric contaminations including methane gas and deficiency or failure in the fresh air supply with resulting carbon monoxide buildup. Hazards such as these would appear to extend to those inspecting the work as well as to those engaged in the actual construction.

Underwater Duty

a. **Submerged submarine or deep research vehicle.** The hazard is the near certainty of drowning or suffocation should the submerged vehicle meet with an accident.

b. **Diving.** The principal kind of diving required in scientific and engineering pursuits is diving by a team of professional engineers and technicians for the underwater inspection of Government-owned or operated physical facilities, or both. The purpose of these inspections will be to determine the condition of underwater structures and recommend maintenance and repair requirements or replacement. Structures would include dam spillway trashracks, gates, stilling basins, tailrace areas, outlet works, aprons, ground mats, canals, bridges, pipes, checks, turnouts, fish protection and collection facilities, pumping plants, and other submerged structures.

Participating in SCUBA diving missions is hazardous. Even with the limited protection afforded by wet suits, exposure to cold water has been found to restrict breathing ability (chest muscle and diaphragm movement) initially so that an acclimation period of a few minutes is required to adjust and function normally. Prolonged exposure to the cold water increases exhaustion, causes numbness, and limits ability to move quickly or put forth physical effort. Fighting strong tidal currents requires heavy exertion on the part of the diver, and the possibility of a muscle cramp, increased by the cold temperature, could result in a diver's being carried some distance from his "buddies" underwater by the tidal currents.

c. **Handling of underwater lighting equipment in underwater photography tests.** Consists of a series of tests conducted in an underwater experimentation station as a part of a Manned Orbital Laboratory Crew Transfer project. Employees are submerged for several hours duration and perform duties in the operation of underwater cameras and handling underwater lighting equipment. The need for use of the underwater illumination equipment creates a hazardous electrical condition. Safety features include a completely isolated and independently controlled electrical system to insure immediate suspension of the tests in the event of a malfunction.

d. **Underwater space simulation study.** Space simulation study hazard consists of the instability experienced by men learning to move about and perform work under simulated gravity-free conditions. Men under these conditions may develop motion sickness and vertigo. Exact reactions of test participants is unpredictable in these experimental tests.

Sea Duty Aboard Deep Research Vessels

Employee is exposed to threat of drowning, serious bodily injury, or attack by deadly marine life. Performance of duty aboard these vessels in a high seas state is hazardous and physically taxing because of their unpredictable movement. Sea-state condition is high when, on the Beaufort scale, wind velocity is at least 12 knots and wave height is at least three feet.

Collection of Aircraft Approach and Landing Environmental Data

A 4-foot deep catwalk is located adjacent to the flight deck of an aircraft carrier. Cameras are mounted on pedestals in the catwalk, which must be above the level of the flight deck, and the operator stands in the catwalk to observe the approach of the aircraft and actuates the camera as the plane comes in sight. The cameras and operators are placed in that part of the catwalk which is in direct line with the descending aircraft. If an aircraft is damaged during approach or impact, the path down the flight deck is unpredictable. Fuel tanks or ordnance carried externally by the aircraft may be released by sudden impact of aircraft arrestment, and fire or explosion makes the area in question hazardous. In addition, the cable used to arrest the forward motion of the landing aircraft is stretched across the carrier deck very near the camera location. In the event of a cable failure, the broken cable, in a whipping action, can sever a human body. The operator's only protection against the hazard of landing aircraft is to crouch in the catwalk.

Experimental Landing/Recovery Equipment Tests

The hazard primarily is that which could result on impact, such as harness break, or craft falling upside down, causing employee to get banged up rattling around in space craft. Another hazard is that of something breaking loose and hitting the employee.

Land Impact or Pad Abort of Space Vehicle

This duty amounts to working on a live bomb. If the mission is aborted technicians must rush in and dearm the missile before it can explode and harm astronauts who are sitting in the capsule on top of it. And, if astronauts are forced to blow explosive bolts on escape hatch, the explosions may harm technicians who are in the area. Or, technicians may accidentally trigger explosive bolts while manually removing the escape hatch.

High Work

This duty includes work performed at a height of 50 feet or more on structures such as radio, radar, television, powerline or water towers, steeples, or smokestacks, or treetops, when the work is performed under hazardous conditions caused by the absence of scaffolding, guards, or other suitable protective measures or facilities.

Flying, Participating In

a. **Pilot proficiency training.** Hazards involved in this work include:

▶ Cross country training in weather which requires instrument flight techniques over rugged, uneven, and heavily wooded terrain.

▶ Instruction on emergency procedures in stalls and forced landings including those at night using flashlights or flare pots.

▶ Flights under maximum internal and external load conditions in confined areas.

b. **Delivery of new aircraft for flight testing.** Operation and control of aircraft which has had no working test to see if it meets expectations.

c. **Test flights of new, modified, or repaired aircraft.** This duty involves participation in test flights of aircraft during their developmental period or after modification. These flights involve the need to operate equipment deliberately beyond its known design capabilities or safe operating limits.

d. **Reduced gravity—parabolic arc flights—subjects/observers.** This alternating gravity force induces severe stresses on all participants and the aircraft. Very few persons can continually subject themselves to this environment without motion sickness.

Typical test subjects aboard the aircraft include the Apollo and Lunar Module spacecraft, Lunar Roving Vehicle, and astronauts. This presents a continuous hazard to all those on board, since a misdirected signal to a test vehicle or a violent aircraft maneuver could cause damage or pressure loss to the aircraft. In addition, the collision of experimental apparatus and the experimenter is always possible.

Other test subjects involve flammable gases and chemicals. A spark or flaming wick is introduced to the test material and the flame propagation speeds of varying mixtures of gases are measured. Tests are conducted with the test material encased in a pyrex flask so that the chemical reaction can be photographed and the atmosphere controlled. Only limited knowledge is available on the nature of a chemical reaction such as combustion under zero gravity conditions, thus providing the reason for these tests. Should the reaction become violent the flask could burst, expelling glass fragments and open fire within the cabin. Also, there is potential fire hazard from electrical short circuit in the experimental equipment.

e. **Launch and recovery.** These words are used in the technical sense. That is, when an aircraft is catapulted off the aircraft carrier in order to achieve take-off, it is launched; and, in landing, when it is necessary to stop the progress of the aircraft by means of a hook underneath the aircraft catching cables strung across the deck of the aircraft carrier, it is recovered.

f. **Limited control flights.** Execution of unusual flight patterns, maneuvers, or formations reduces the pilot's control of the aircraft and increases risk of accident. Routine take-offs and landings are not included. The nature and degree of hazard, and the control which may be exercised over it, depend on the type of aircraft and its flight characteristics. For example:

▶ Flying into a hurricane to obtain weather data or flying into a severe storm on a search and rescue mission.

▶ Flight in weather conditions conducive to aircraft and engine icing to gather statistical data on the amount of water that clouds contain. Ice buildups may increase drag or reduce lift, or both.

▶ Flights which test performance of aircraft while carrying maximum load limit or overload.

▶ Flights to test performance of aircraft at low altitudes or in extreme weather conditions.

▶ Visual Airborne Target Locator System test flights which are conducted aboard helicopters at altitudes requiring the use of oxygen. Flights are made in a UH-1B helicopter, usually during daylight hours but occasionally during hours of darkness. Most flights are conducted at altitudes of 2,500 to 4,000 feet over mountain or desert terrain. The particularly hazardous requirements are to achieve altitudes of 15,000 feet requiring the use of oxygen. This is complicated by the weight of the airborne portion of the VATLS, which is very heavy and approaches the lifting capacity of the aircraft.

▶ Flights requiring head-on intercept patterns with two jet aircraft for the purpose of collecting frontal aspect measurement data.

▶ Formation flights, at high altitude (40,000 to 45,000 feet) with a B-52 aircraft dispensing pyrotechnic countermeasure devices. The hazards here are B-52 "jet wash" and the burning pyrotechnic.

▶ Formation flights with pilotless powered vehicles, such as the CAM 72 or MACE, for the purpose of obtaining target data. Target flight pattern is unpredictable.

▶ Operation of the measurement aircraft within the terminal CEP or ballistic missiles to obtain reentry signatures of such vehicles.

▶ Close-formation flights with towed targets with burning flares or other devices or target augmentation. The hazard involves the unpredictability of devices of this kind and the problem of formation flights with an object 6 inches in diameter being towed on the end of a 15,000- to 30,000-foot steel cable.

▶ Midair recovery of a parachutist from a disabled aircraft. Sharing the canopy of the recovery subject's parachute requires precise flying. A misstep due to turbulence or the slightest miscalculation could result in the canopy entangling the test aircraft with possible loss of cockpit visibility and flight control. In addition, there is unpredictable trailing of the hoods and dummies in the immediate wake of the aircraft. Control over the hazardous conditions of this test are possible only as far as precision flying permits.

▶ Maneuvering and unconventional positioning in isolated mountainous terrain with deep narrow canyons and turbulent winds.

▶ Maneuvering high-speed jet aircraft at low levels for the purpose of obtaining low-altitude radiation profiles.

▶ Maneuvering aircraft at low levels for the purpose of controlling forest and range fires. Here a very real hazard exists from turbulent winds created by and associated with fire updrafts and extreme temperature variations.

▶ Maneuvering single engine aircraft at

low levels and low speeds for the purpose of wildlife and natural resource surveys, over rough terrain in remote regions of the country. The hazard here is possible engine failure or mechanical malfunction which would dictate emergency landing under the worst possible conditions.

▶ Flight patterns at low levels for the purpose of making cargo drops and agricultural applications where there is hazard of dropping equipment snagging or dropped material dragging behind the aircraft.

▶ Participating in extended period flights, such as fire patrol flights, over rough and mountainous terrain and vast muskeg, tundra, and swamp areas when adequate weather information is not available and the range of the aircraft is extended to its limits.

▶ Participating in low-level helicopter flights over heavily crevassed, over-water, or sea-ice areas in the Arctic or Antarctic regions.

▶ Participating in low-level helicopter flight operations over wooded or open water areas under any one or all of the following conditions: (1) Transportation of sling-loaded equipment; (2) hovering flight at low altitudes; (3) flights involving tactical pattern; (4) loading or unloading from hovering aircraft where landing sites are not available; and (5) landing at unprepared landing sites in wooded or mountainous terrain or when landings are not practicable, such as in firefighting operations.

▶ Participating in low-level air-drop tests such as Low-Altitude Parachute Extraction System (LAPES) or Ground Proximity Extraction System (GPES). Air drops of this type are made at speeds of 130 to 150 knots at altitudes from 0 to 25 feet above the ground, with loads weighing as much as 50,000 pounds.

→Participating in flights over polar sea ice while conducting measurement, identification, and other experiments. Research missions under normal flight conditions are not considered hazardous. The flight conditions under which these research missions are carried out, however, impose greater than normal danger. These conditions include the unpredictable Arctic weather which can change from limited to near zero visibility without warning. Another phenomenon which can be experienced is whiteout in which the terrain and sky blend to the extent that one is indistinguishable from the other with resulting loss of horizon. Surfaces over which flights are made are extremely rough and emergency landing areas are usually nonexistent. These conditions, together with the fact that landmarks are not present to guide pilots and navigators, and that flights may be at altitudes varying from 50 to 20,000 feet, present unusual flight characteristics.←

h. **Flight tests of expandable aircraft tires.** The test involves testing of aircraft tires designed to be deflated upon retraction in order to reduce wheel-well volume. When landing gear is extended the tires are supposed to reinflate to normal size but a special feature of the tire deflation is that it will fold so as to present a solid rubber cross section to permit landing if reinflation fails. Asymmetrical tire inflation between the left and right gear will cause loss of directional control upon landing. Asymmetric tire inflation on the right gear only would cause the high inflated tire to become overloaded resulting in a destruction of the tire structure, and subsequent loss of directional control in landing.

i. **Landing and taking off in polar areas.** Uneven surfaces, adverse weather, and white-out conditions make landings and take-offs by ski-equipped aircraft hazardous.

Experimental Parachute Jumps

The same hazard exists here that is present in any parachute jump; however, the hazard is increased because it involves the testing of new types of equipment.

Ground Work Beneath Hovering Helicopter

When participating in ground operations to attach external loads to helicopters hovering just overhead, i.e., at arm-length height, the ground position is hazardous because of the possibility of being crushed or electrocuted by static electricity that can collect in the airframe and discharge through a person into the ground. The position in the helicopter is hazardous because of possible power failure and uncertain conditions which could result if the load were suddenly lost.

Sling-suspended transfers

The Special Assistance Team (SAT) concept was developed at the Naval Ship Missile Systems Engineering Station, Port Hueneme, to meet the need for engineering and technical assistance to Ship Missile Systems ships. The specific nature of duties of SAT members involves any emergency unplanned action required to restore a missile weapon system to an operational status. In the performance of his duties, the SAT member is exposed to hazard when he is transferred between helicopter and ship via a sling on the end of a steel cable or ship-to-ship via a chair harness hanging from a high-line between the ships. There is also present the hazard of possible failure of the transfer equipment which would endanger the life of the team member being transported.

Carrier suitability trials aboard aircraft carriers

Engineering technicians service and maintain the instrumentation equipment in a wide variety of Navy jet fighter aircraft during carrier suitability trials aboard aircraft carriers. While the technicians are assisting the military crew in securing the instrumentation equipment on aircraft, the aircraft is in a thrust position on the catapult track, and they are working approximately 60 feet from a track that is actually launching an aircraft at an acceleration of 0 to 120 knots. The greatest hazard is the almost constant cycle of taking off, landing, taxiing, and turning. Because the Navy must have "all-weather" capabilities, many flights are made in fog or inclement weather, some are flown at night, and there is often a wind of 30 knots or more across the flight deck.

Afterburners create obvious hazards as the jets are turned up. Burns, inhalation of CO or other exhaust gases, excessive noise environment, and injuries to the eyes from foreign bodies are ever-present dangers. A technician wears no communication headgear, and he works a majority of the time with his head in the instrumentation compartments. Therefore, in the event of a bad landing from an aircraft, the only warning is from coworkers unless the technician can detect an unusual noise that would signify to him some type of malfunction in the oncoming aircraft. Leaking fuel, rocket or bomb release, and ordnance explosion make the flight deck hazardous. The cable used to arrest the forward motion of the landing aircraft is stretched across the carrier deck. In the event of cable failure, 600 feet of broken cable could be whipping about the flight deck.

Cargo handling during lightering operations

When there is no deep water harbor for supply ships to enter and unload their cargo, off-loading of cargo and supplies from surface ships is accomplished by a lightering operation. Landing Craft-Medium (LCM) boats are used in the operation, shuttling cargo between the shallow water harbor and the surface cargo ships.

Loading an LCM involves swinging loads of cargo clear of the ship and lowering these loads from a height of 50 to 60 feet into the LCM boats. Loads at Wake Island usually weigh several tons and may consist of loose cargo in nets, cargo stacked on forklift pallets, containerized cargo, heavy equipment, large steel plates, etc. Each load, as it is swung clear of the ship, is virtually directly over the heads of employees in the LCM. During the time the loads are swung clear of the ship and are being lowered into the LCM, employees in the boat are subject to being crushed by falling cargo. Because of its small size, the LCM cannot avoid the falling cargo danger zone. In order to release the cargo sling or rig, or disentangle cargo nets, cargo handlers must move among the cargo in the LCM and along the sides of the LCM. During this time they are subject to being crushed by cargo shifting in the LCM, to falling into the sea between the LCM and the ship and being crushed, and to being hit by the pendulum-like movement of heavy cargo hooks.

Appendix F. Severance Pay Computation—Service and Age Factor Tables

Use these tables in computing severance pay fund. To obtain severance pay fund, multiply the weekly pay rate by service table factor; then multiply the product by the age table factor. Regardless of the total severance pay fund derived through use of this table, total severance pay may not exceed one year's pay at the rate received immediately before separation.

Service Table

Yrs.	*Mos.*	*Factor*	*Yrs.*	*Mos.*	*Factor*	*Yrs.*	*Mos.*	*Factor*
1	0–2	1.00	9	3–5	9.25	17	6–8	25.00
1	3–5	1.25	9	6–8	9.50	17	9–11	25.50
1	6–8	1.50	9	9–11	9.75	18	0–2	26.00
1	9–11	1.75	10	0–2	10.00	18	3–5	26.50
2	0–2	2.00	10	3–5	10.50	18	6–8	27.00
2	3–5	2.25	10	6–8	11.00	18	9–11	27.50
2	6–8	2.50	10	9–11	11.50	19	0–2	28.00
2	9–11	2.75	11	0–2	12.00	19	3–5	28.50
3	0–2	3.00	11	3–5	12.50	19	6–8	29.00
3	3–5	3.25	11	6–8	13.00	19	9–11	29.50
3	6–8	3.50	11	9–11	13.50	20	0–2	30.00
3	9–11	3.75	12	0–2	14.00	20	3–5	30.50
4	0–2	4.00	12	3–5	14.50	20	6–8	31.00
4	3–5	4.25	12	6–8	15.00	20	9–11	31.50
4	6–8	4.50	12	9–11	15.50	21	0–2	32.00
4	9–11	4.75	13	0–2	16.00	21	3–5	32.50
5	0–2	5.00	13	3–5	16.50	21	6–8	33.00
5	3–5	5.25	13	6–8	17.00	21	9–11	33.50
5	6–8	5.50	13	9–11	17.50	22	0–2	34.00
5	9–11	5.75	14	0–2	18.00	22	3–5	34.50
6	0–2	6.00	14	3–5	18.50	22	6–8	35.00
6	3–5	6.25	14	6–8	19.00	22	9–11	35.50
6	6–8	6.50	14	9–11	19.50	23	0–2	36.00
6	9–11	6.75	15	0–2	20.00	23	3–5	36.50
7	0–2	7.00	15	3–5	20.50	23	6–8	37.00
7	3–5	7.25	15	6–8	21.00	23	9–11	37.50
7	6–8	7.50	15	9–11	21.50	24	0–2	38.00
7	9–11	7.75	16	0–2	22.00	24	3–5	38.50
8	0–2	8.00	16	3–5	22.50	24	6–8	39.00
8	3–5	8.25	16	6–8	23.00	24	9–11	39.50
8	6–8	8.50	16	9–11	23.50	25	0–2	40.00
8	9–11	8.75	17	0–2	24.00	25	3–5	40.50
9	0–2	9.00	17	3–5	24.50	25	6–8	41.00

Age Table

Yrs.	*Mos.*	*Factor*	*Yrs.*	*Mos.*	*Factor*	*Yrs.*	*Mos.*	*Factor*
40	3–5	1.025	48	6–8	1.850	56	9–11	2.675
40	6–8	1.050	48	9–11	1.875	57	0–2	2.700
40	9–11	1.075	49	0–2	1.900	57	3–5	2.725
41	0–2	1.100	49	3–5	1.925	57	6–8	2.750
41	3–5	1.125	49	6–8	1.950	57	9–11	2.775
41	6–8	1.150	49	9–11	1.975	58	0–2	2.800
41	9–11	1.175	50	0–2	2.000	58	3–5	2.825
42	0–2	1.200	50	3–5	2.025	58	6–8	2.850
42	3–5	1.225	50	6–8	2.050	58	9–11	2.875
42	6–8	1.250	50	9–11	2.075	59	0–2	2.900
42	9–11	1.275	51	0–2	2.100	59	3–5	2.925
43	0–2	1.300	51	3–5	2.125	59	6–8	2.950
43	3–5	1.325	51	6–8	2.150	59	9–11	2.975
43	6–8	1.350	51	9–11	2.175	60	0–2	3.000
43	9–11	1.375	52	0–2	2.200	60	3–5	3.025
44	0–2	1.400	52	3–5	2.225	60	6–8	3.050
44	3–5	1.425	52	6–8	2.250	60	9–11	3.075
44	6–8	1.450	52	9–11	2.275	61	0–2	3.100
44	9–11	1.475	53	0–2	2.300	61	3–5	3.125
45	0–2	1.500	53	3–5	2.325	61	6–8	3.150
45	3–5	1.525	53	6–8	2.350	61	9–11	3.175
45	6–8	1.550	53	9–11	2.375	62	0–2	3.200
45	9–11	1.575	54	0–2	2.400	62	3–5	3.225
46	0–2	1.600	54	3–5	2.425	62	6–8	3.250
46	3–5	1.625	54	6–8	2.450	62	9–11	3.275
46	6–8	1.650	54	9–11	2.475	63	0–2	3.300
46	9–11	1.675	55	0–2	2.500	63	3–5	3.325
47	0–2	1.700	55	3–5	2.525	63	6–8	3.350
47	3–5	1.725	55	6–8	2.550	63	9–11	3.375
47	6–8	1.750	55	9–11	2.575	64	0–2	3.400
47	9–11	1.775	56	0–2	2.600	64	3–5	3.425
48	0–2	1.800	56	3–5	2.625	64	6–8	3.450
48	3–5	1.825	56	6–8	2.650	64	9–11	3.475
						etc.		

Appendix G. Decisions of the Comptroller General Affecting Lump-Sum Payment for, or Transfer of, Annual Leave

B-116314
B-117272

48 Comp. Gen. 212
October 18, 1968

The Honorable John W. Macy, Jr., Chairman,
U.S. Civil Service Commission.

DEAR MR. MACY: This refers to your letter of August 8, 1968, with enclosure, requesting our decision on several questions involving the disposition of annual leave which cannot be transferred to the employee's credit upon his transfer to a different leave system. The questions presented for our consideration were first raised by the Veterans Administration in letter of April 30, 1968, addressed to your office. That letter reads in part as follows:

"Our major problem stems from the relocation of central service activities from the Nursing Service to the Supply Division. Nurses in these units with as much as 120 days of accumulated annual leave under Title 38 Leave system have been reassigned to General Schedule positions in the Supply Division. As we interpret the Commission's instructions and Comptroller General decisions, a nurse in this situation can transfer 30 days of annual leave plus the current annual leave which an employee subject to the Title 5 system could have accrued to the date of transfer. However, there is a question concerning the employee's entitlement to untransferred leave.

"The regulation (630.501) which would permit recredit of untransferred leave, if they should return to the Title 38 leave system, probably would be of no help to these nurses because many of them are near retirement age or have physical handicaps which would prevent them from functioning as ward nurses. Therefore, it would seem that they should be entitled to a lump-sum payment for the untransferred leave, either at the time of transfer or upon later separation from the service. If the Commission determines that a lump-sum payment for the untransferred leave would be appropriate at the time of a later separation, some additional instructions on maintenance of records on the untransferred leave would appear to be appropriate."

Section 6308 of title 5, United States Code, provides in pertinent part as follows:

"The annual and sick leave to the credit of an employee who transfers between positions under different leave systems without a break in service shall be transferred to his credit in the employing agency on an adjusted basis under regulations prescribed by the Civil Service Commission, unless the individual is excepted from this subchapter by section 6301(2)(ii), (iii), (vi), or (vii) of this title. * * *"

The above-quoted provision was added to section 205 of the Annual and Sick Leave Act of 1951 by section 4(b) of Public Law 83-102, approved July 2, 1953. Prior to that amendment employees who transferred to different leave systems were paid a lump sum for all of the accumulated and currently accrued annual leave to their credit at the time of transfer. (5 U.S.C. 61d (1952 ed.).) Following the enactment of Public Law 83-102, the Civil Service Commission, on two occasions, requested our decision as to the amount of annual leave that could be transferred under the above-quoted provision. In decision of November 9, 1953, 33 Comp. Gen. 209, we ruled as follows:

"In answer to question 1, the amount of leave permitted to be transferred may equal the leave which employees in the agency to which transferred could have accumulated and currently accrued at the date of transfer * * * Thus, in the example cited in your question, if the employee transferred prior to the beginning of the first complete biweekly pay period in 1954 (January 3, 1954), he could transfer 60 days plus the current leave which an employee in the agency to which the employee transferred could have accrued as of the date of transfer. Any leave in excess of 60 days not used by January 3, 1954, would be forfeited. * * *"

We had reached a similar conclusion in 33 Comp. Gen. 85, answer to question 4(b).

In your letter of August 8, you point out that 5 U.S.C. 6308, quoted above, contains no limitation on the amount of annual leave that can be transferred thereunder. Further, you express the view that the Congress did not intend to cause any forfeiture of leave when it substituted the transfer of leave provision for the former lump-sum payment provision (5 U.S.C. 61d (1952 ed.)).

We have reexamined the legislative history of Public Law 83-102 and have analyzed the numerous cases that have arisen thereunder. We now believe that our original construction of section 4(b) of Public Law 83-102 (5 U.S.C. 6308) may have been unnecessarily restrictive.

As you have correctly pointed out, a forfeiture of annual leave under 5 U.S.C. 6308, as construed in our decisions cited above, may currently be avoided in most cases by the employee's subsequent retransfer to the former leave system or by a one-day break in service following the employee's separation (with lump-sum leave payment) from his position under the former leave system. Thus, a forfeiture of leave in other cases where neither a retransfer to the former leave system or a break in service occurs appears to be a result which should be avoided if a forfeiture is not specifically required by law.

Since as previously indicated the language of the law as well as the legislative history thereof is silent in the matter, we now hold that under the provisions of 5 U.S.C. 6308 an employee may transfer all of the accumulated and currently accrued annual leave to his credit as of the date of transfer. The aggregate amount of such leave, but not in excess of the maximum limitation allowable under the leave system from which transferred, shall constitute the employee's annual leave ceiling and shall remain to his credit until reduced under the condition prescribed in section 208(a) of the Annual and Sick Leave Act of 1951, 65 Stat. 682.

To the extent that our prior decisions at 33 Comp. Gen. 85, *id.* 209 are inconsistent with the views expressed herein, such prior decisions are hereby modified. We assume the Commission's regulations will be amended accordingly.

Sincerely yours,

Frank H. Weitzel,
Assistant Comptroller General
of the United States.

B-116314
B-117272

49 Comp. Gen. 189
September 22, 1969

Mr. Robert E. Hampton, Chairman,
U.S. Civil Service Commission

Dear Mr. Hampton: We refer to your letter of September 4, 1969, wherein you indicate that our answers to 4 questions arising out of our decision of October 18, 1968, B-116314, B-117272, are necessary to enable the Commission to determine what changes are appropriate in the Commission's leave regulations.

In our decision of October 18, 1968, we held that an employee transferring from a position subject to a leave system to a position subject to a different leave system may transfer all of the accumulated and currently accrued annual leave to his credit as of the date of such transfer even though the amount thereof may be in excess of the annual leave ceilings applicable generally to the leave system to which he transfers.

Your specific questions are as follows:

"(1) Under section 630.501(d) of the Commission's regulations, an employee who transfers to a position not under an annual leave system is entitled to a recredit of any untransferred leave if he returns to the leave system under which it was earned. At the time this regulation was originally issued it appeared to be the only protection the Commission's regulations could provide in that situation. Is this regulation still necessary, or may an employee be given a lump-sum payment at the time of transfer? If it cannot be given at that time, is he entitled to lump-sum payment for the leave if he is finally separated without returning to the leave system under which it was earned?

"(2) If a lump-sum payment is allowed by your decision regarding question (1), would such a decision be retroactive to protect those employees who have already transferred to a position not under an annual leave system?

"(3) May an employee who, prior to your decision of October 18, 1968, B-116314, B-117272, transferred to a different leave system to which he was allowed to transfer only a part of his annual leave

"(a) transfer any untransferred leave with a corresponding adjustment in his leave ceiling; or

"(b) receive a lump-sum payment for the untransferred leave at the time he separates from Federal service?

"(4) If a former Federal employee transferred from one leave system to another (either to a leave system to which he was allowed to transfer only a part of his annual leave or to a position not under an annual leave system) and was subsequently separated from the Federal service, is he entitled to a lump-sum payment for the untransferred leave?"

Concerning your first question, the current regulation of the Commission—630.501(d)—is consistent with the holding in our decision 33 Comp. Gen. 209—question 3(b). However, without specifically modifying 33 Comp. Gen. 209, subsequent decisions held that when an employee transfers from a position subject to an annual leave system to a position that has no such system to which his annual leave may be transferred then such transfer may be regarded as a separation for lump-sum leave payment purposes and the employee may be compensated for the annual leave to his credit at that time, subject to such limitations as are applicable to the position from which he transfers. See 33 Comp. Gen. 622 and unpublished decision dated May 21, 1969, B-166640. Compare 33 Comp. Gen. 85. Accordingly, we are aware of no necessity for continuation in the Commission's regulations of section 630.501(d).

Since the answer to question No. 1 merely affirms the principle enunciated in certain prior Office decisions which represented a departure from the holding in 33 Comp. Gen. 209, the question of retroactivity does not appear material. Question No. 2 is answered accordingly.

Question No. 3 (both parts) are answered in the affirmative. We note that upon the employee's subsequent separation from the position to which he transfers he would be entitled to payment for the annual leave then to his credit subject to applicable statutory limitations (his annual leave ceiling being for determination in accordance with the October 18, 1968, decision).

Pursuant to an informal understanding with a representative of your staff, no decision is being rendered upon the fourth question being presented in your letter, it being deemed appropriate to consider claims of former employees for additional lump-sum leave payments on an individual case basis. Any such claims may be transmitted here for consideration and direct settlement.

Sincerely yours,

R. F. KELLER,
For the Comptroller General of the United States.

Appendix H. Relationship Between Agency Established Work Schedules Under Book 610 and Employee Premium Pay Entitlements Under Book 550

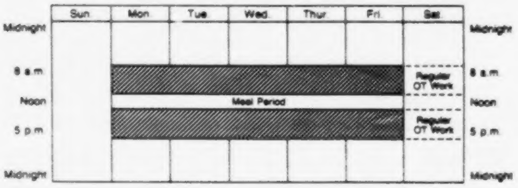
---

a. Agency Established Work Schedules

(1) *Definitions*. The bsic structure for scheduling the work of Federal employees is contained in chapter 61 of title 5, United States Code, and OPM regulations in part 610 of Title 5, Code of Federal Regulations. These authorities, with supplemental guidance, are contained in book 610. The terms used in scheduling work are defined in 5 CFR §610.102:

Administrative Workweek	—A period of 7 consecutive calendar days (e.g., Sunday through Saturday).
Basic Workweek	—The 40-hour workweek for full-time employees. —Includes the officially prescribed days and hours during which full-time employees are entitled to basic pay (e.g., Monday through Friday, 8:00 a.m. to 5:00 p.m., with one hour meal period).
Regularly Scheduled Administrative Workweek	—The period employees are regularly scheduled to work within the administrative workweek. —For full-time employees, it includes the basic workweek plus regular overtime work, if any required (e.g., Monday through Saturday, 8:00 a.m. to 5:00 p.m., with one hour meal period). —For part-time employees, it includes the officially prescribed days and hours during which they are regularly scheduled to work.
Regularly Scheduled Work	—Work that is scheduled in advance of an administrative workweek under an agency's procedures for establishing workweeks in accordance with 5 CFR §610.111.

Example:



(2) *Establishment of Workweeks*. The head of an agency is responsible for scheduling the work of his or her employees to accomplish the mission of the organization. This includes the requirement to establish workweeks (5 CFR §610.111):

(a) A basic workweek of 40 hours for each full-time employee. The head of the agency shall specify the days and hours within the administrative workweek that constitute the basic workweek.

(b) A regularly scheduled administrative workweek that consists of the 40-hour basic workweek plus the period of regular overtime work, if any, required of each employee. For purposes of leave and overtime pay administration, the head of the agency shall specify by days and hours of each day the periods included in the regularly scheduled administrative workweek that do not constitute a part of the basic workweek—stated another way, the agency is required to identify the basic 40-hour workweek for the employee's receipt of basic pay and the periods of regularly scheduled overtime work for the employee's entitlement to overtime pay.

Note: In addition to other requirements, the head of the agency shall provide that assignments to tours of duty are scheduled in advance of the administrative workweek over periods of not less than 1 week (5 U.S.C. §6101(a)(3)(A) and 5 CFR §610.121).

b. **Employee Premium Pay Entitlements**

(1) *General*. The basic structure for scheduling work outlined in section a, above, constitutes the framework by which an employee's pay entitlements are determined. Thus, agency established work schedules have a direct effect on an employee's pay entitlements:

(a) An employee is entitled to basic pay for work performed during his or her 40-hour basic workweek.

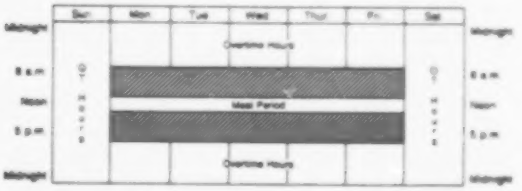
(b) An employee is entitled to premium pay for overtime work and regularly scheduled night, Sunday, or holiday work under subchapter V of chapter 55 of title 5, United States Code, and OPM regulations in part 550 of Title 5, Code of Federal Regulations. These authorities with supplemental guidance, are contained in book 550.

Note: An employee's entitlement to holidays under book 610 and leave under book 630 of this supplement are also administered in relation to an employee's basic workweek. In addition, the expansion or contraction of this scheduling structure forms the basis for flexible work schedules and compressed work schedules under book 610 of this supplement. For employees on alternative work schedules, their hours of duty and pay are administered in relation to their particular work schedule.

(2) *Definitions*. The terms used for administering premium pay are defined in 5 CFR §550.103:

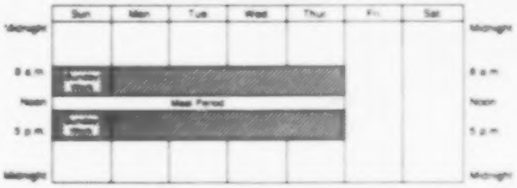
Overtime Work —Work performed by an employee in excess of 8 hours in a day or 40 hours in an administrative workweek. Includes regular overtime work and irregular or occasional overtime work.

Example: An employee with a basic workweek of Monday through Friday 8:00 a.m. to 5:00 p.m., who performs additional work before 8:00 a.m. or after 5:00 p.m. on a workday or performs work on Saturday or Sunday is entitled to overtime pay for such work.



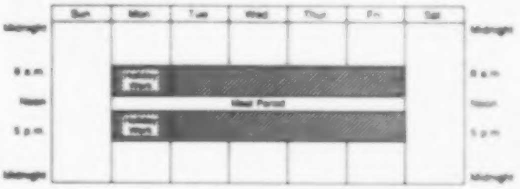
Sunday Work —Nonovertime work performed by an employee during a regularly scheduled daily tour of duty when any part of that daily tour of duty is on a Sunday.

Example: An employee with a basic workweek of Sunday through Thursday, 8:00 a.m. to 5:00 p.m., who performs work during his or her daily tour of duty (8:00 a.m. to 5:00 p.m.) on Sunday is entitled to Sunday pay for such work. On the other hand, if the employee performs work outside the hours of his or her daily tour of duty on Sunday, he or she is entitled to overtime pay for such work.



Holiday Work —Nonovertime work performed by an employee during a regularly scheduled daily tour of duty on a holiday designated in accordance with 5 CFR §610.202.

Example: An employee has a basic workweek of Monday through Friday, 8:00 a.m. to 5:00 p.m., and a holiday falls on Monday. If the employee performs work during his or her daily tour of duty (8:00 a.m. to 5:00 p.m.) on the holiday, he or she is entitled to holiday pay for such work. On the other hand, if the employee performs work outside the hours of his or her daily tour of duty on the holiday, he or she is entitled to overtime pay for such work.

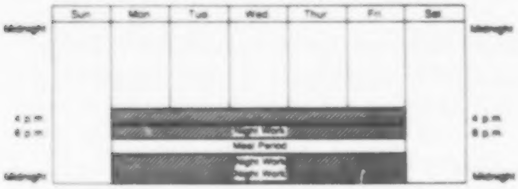


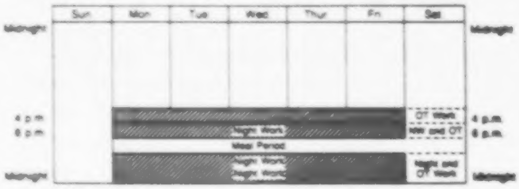
Nightwork —Regularly scheduled work performed by an employee between the hours of 6 p.m. and 6 a.m. It includes any nightwork performed by an employee as part of his or her regularly scheduled administrative workweek, including regular overtime work.

Example 1: A General Schedule employee has a regularly scheduled administrative workweek of 40 hours, Monday through Friday, 4:00 p.m. to 12:00 midnight. If the employee works his or her entire regularly scheduled weekly tour of duty, he or she is entitled to 30 hours night pay differential for nightwork performed between the hours of 6:00 p.m. and 6:00 a.m., Monday through Friday.

Example 2: A General Schedule employee has a regularly scheduled administrative workweek of 48 hours, Monday through Saturday, 4:00 p.m. to 12:00 midnight. The agency has specified that the work between 4:00 p.m. and 12:00 midnight on Saturday is regularly scheduled overtime work. If the employee works his or her entire regularly scheduled weekly tour of duty, he or she is entitled to: (1) 36 hours night pay differential for nightwork performed between the hours of 6:00 p.m. and 6:00 a.m., Monday through Saturday and (2) 8 hours of overtime pay for the regularly scheduled overtime work performed between 4:00 p.m. and 12:00 midnight on Saturday.

Note: In this example the employee is entitled to night pay differential and overtime pay for the nightwork performed during regular overtime hours on Saturday.





Appendix I: Time Spent in Principal Activities and Preshift/Postshift Activities

a. Principal Activities

(1) *Definition*. Principal activities are the activities that an employee is employed to perform. Simply stated, they are the duties of his or her position. They include all activities performed by an employee during his or her regularly scheduled administrative workweek, including regular overtime work. They also include all activities performed by an employee during a period of irregular or occasional overtime work authorized under § 550.111. (See EXHIBIT 1 for examples illustrating the distinction between time spent in principal activities and time spent in compensable preshift/postshift activities.)

(2) *Fractional Hours of Overtime Work*. The following instructions apply to the crediting of fractional hours of overtime work under title 5, United States Code, and the Fair Labor Standards Act (FLSA).

(a) *Regular Overtime Work*. It is a long-standing principle that an employer must count any time, however small, of an employee's fixed or regular working time, or periods of time he or she is regularly required to spend on assigned duties. Therefore, an employee must be compensated for every minute of work performed during his or her regularly scheduled administrative workweek, including regular overtime work.

(b) *Irregular or Occasional Overtime Work*. The prevailing private industry practice has been that periods of work outside an employee's regularly scheduled daily tour of duty are paid in fractions of a quarter of an hour. In the interest of uniformity, a quarter hour is the largest fraction of an hour to be used by agencies for calculating overtime payments for irregular or occasional overtime work. Agency policy may provide for payment for fractions of less than a quarter hour (e.g., 10 minutes, 5 minutes, etc.).

(3) *Instructions for Crediting Irregular or Occasional Overtime Work*. An agency may use one of the following administrative procedures for crediting irregular or occasional overtime work. Each of these alternative procedures meets all title 5 and FLSA requirements.

(a) Credit every minute of irregular or occasional overtime work. If an agency's operational and accounting systems permit, it may elect to pay for all time worked. Some agencies may have operating systems and computer accounting systems that permit time worked to be recorded and paid for in fractions as small as 1/100th of an hour. A system of this nature would certainly satisfy all title 5 and FLSA requirements.

(b) Limit the performance of irregular or occasional overtime work to the full increment (e.g., 15 minutes, 10 minutes, 5 minutes) used to credit that work.

(c) Round odd minutes of irregular or occasional overtime work on a daily basis.

(d) Accumulate and round odd minutes of irregular or occasional overtime work on a workweek basis.

(4) *Instructions for Rounding Odd Minutes of Irregular or Occasional Overtime Work*. If an agency provides for rounding irregular or occasional overtime work as provided in (3)(c) and (d), the following procedures must apply:

(a) The agency shall establish a fraction of an hour, equal to or less than a quarter of an hour, for crediting that work.

(b) The agency shall round down to to the next lower increment those odd minutes of work that are less than 50 percent of the fraction used to compute that work and shall round up to the next higher increment those odd minutes of work that equal or exceed 50 percent of the fraction used to compute that work. For example: If the agency establishes 15 minutes for crediting employees for irregular or occasional overtime work, 8 minutes will be rounded up and 7 minutes will be rounded down.

Note: The practice of rounding odd minutes of overtime work should average out over a period of time. As a result, employees should be fully compensated for all time actually worked.

(5) *Agencies Should Use the Same Administrative Procedure under Title 5 and FLSA*. Agencies are en-

couraged to apply the same fraction of an hour for crediting overtime work under title 5, United States Code and the FLSA. If an agency adopts the same fraction of an hour for crediting overtime work under both laws, it can avoid the administrative difficulties of maintaining two sets of accounting records to comply with the two separate provisions of law.

b. Preshift and Postshift Activities

(1) *Definitions*. A preshift activity is a preparatory activity that an employee performs prior to the commencement of his or her principal activities, and a postshift activity is a concluding activity that an employee performs after the completion of his or her principal activities. Such activities are not principal activities as defined in paragraph a.(1) (See EXHIBIT 2 for examples of activities that are normally considered preshift or postshift activities and EXHIBIT 3 for examples illustrating the distinction between time spent in compensable and noncompensable preshift/postshift activities.)

Note: Preshift and postshift activities under title 5, United States Code, are the same as preparatory and concluding activities under the FLSA.

(2) *Instructions for Determining Whether Time Spent in a Preshift/Postshift Activity is Compensable Hours of Work*. An agency shall apply the following tests to determine whether time spent in a preshift/postshift activity shall be credited as hours of work.

(a) *Is the Activity Considered Work?* If the activity is required by the agency and is closely related to the employee's principal activities, and indispensable to their performance, the activity is considered work.

(b) *Does the Activity Involve a Substantial Amount of Time and Effort?* If the total time spent in the activity will be more than 10 minutes per day, it is credited as hours of work. If an employee performs a combination of preshift/postshift activities, the agency must include the time spent in work-related activities only in applying this rule. Time spent in preliminary or postliminary activities shall not be included.

(c) *Does the Activity Meet Both Tests?* If a preshift/postshift activity is considered work and involves a substantial amount of time and effort, the time spent in that activity must be credited as hours of work in accordance with the instructions in paragraph (3), following.

(3) *Instructions for Crediting Time Spent in Preshift/Postshift Activities*. An agency must apply the following rules for crediting time spent in preshift/postshift activities as hours of work.

(a) If an agency has determined that the time spent in a preshift or postshift activity is creditable as hours of work, the agency must schedule the time period during which the employee will perform that activity.

(b) An employee must be credited only with the actual time spent in that activity during the time period scheduled by the agency. In no case may the time credited for the performance of an activity exceed the time scheduled by the agency.

(c) If the time period scheduled by the agency for the performance of a preshift or postshift activity is within the employee's daily tour of duty, the employee is not entitled to additional overtime pay for the time spent in that activity.

(d) If the time period scheduled by the agency for the performance of a preshift or postshift activity is outside the employee's daily tour of duty (or partly outside and partly within the employee's daily tour of duty), the employee must be credited with the time spent performing that activity outside the employee's daily tour of duty in accordance with one of the four administrative procedures described in paragraph a.(2)(b). The agency may consider the time spent in a preshift or postshift activity outside the employee's daily tour of duty separately or combine the time spent in that activity with time spent in irregular or occasional overtime work when applying these administrative procedures.

Note: The administrative procedures for crediting irregular or occasional overtime work, rather than regular overtime work, are used to credit periods of overtime work performed in preshift and postshift activities because preshift and postshift activities are not principal activities, and, as such, any overtime work performed in these activities would be performed outside the employee's regularly scheduled daily tour of duty.

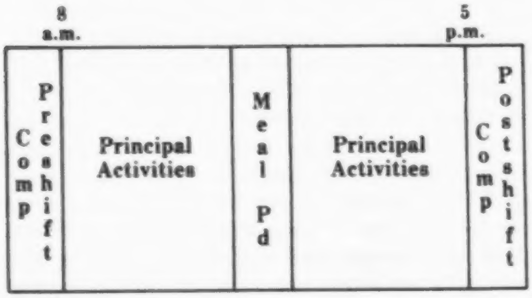
(4) *Time Spent in Preliminary/Postliminary Activities*. Time spent in preliminary or postliminary activities is excluded from hours of work. This includes (i) time spent in a preliminary activity after a compensble preshift activity and before the employee's daily tour of duty and (ii) time spent in a postliminary activity after the end of the employee's daily tour of duty and before a compensable postshift activity.

Exhibit 1: Examples Illustrating the Distinction Between Time Spent in Principal Activities and Time Spent in Compensable Preshift/Postshift Activities

EXAMPLE 1: The employee has a regularly scheduled daily tour of duty of 8:00 a.m. to 5:00 p.m. (with a one-hour meal period). The agency has scheduled the employee to perform compensable preshift and postshift activities before and after the daily tour of duty.

Principal Activities: Activities performed during the employee's daily tour of duty (8:00 a.m. to 5:00 p.m., excluding the one-hour meal period.)

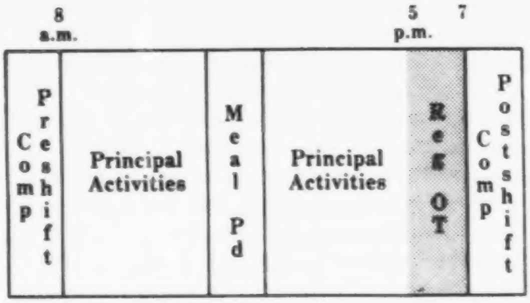
Compensable Preshift/Postshift Activities: Compensable activities performed before 8:00 a.m. and after 5:00 p.m.



EXAMPLE 2: The employee has a regularly scheduled daily tour of duty of 8:00 a.m. to 7:00 p.m. (with a one-hour meal period). The daily tour of duty includes two hours of regular overtime work during which the employee performs the principal activities of the position. In addition, the agency has scheduled the employee to perform compensable preshift and postshift activities before and after the daily tour of duty.

Principal Activities: Activities performed during the employee's daily tour of duty (8:00 a.m. to 7:00 p.m., excluding the one-hour meal period). They include activities performed during the period of regular overtime work.

Compensable Preshift/Postshift Activities: Compensable activities performed before 8:00 a.m. and after 7:00 p.m.



EXAMPLE 3: The employee has a regularly scheduled daily tour of duty 8:00 a.m. to 5:00 p.m. (with a one-hour meal period). The employee performs one-hour of irregular or occasional overtime work during which he or she performs the principal activities of the position. In addition, the agency has scheduled the employee to perform compensable preshift and postshift activities before and after the workday.

Principal Activities: Activities performed during the employee's daily tour of duty (8:00 a.m. to 5:00 p.m., excluding the one-hour meal period) *and* during the period of irregular or occasional overtime work.

Compensable Preshift/Postshift Activities: Compensable activities performed before 8:00 a.m. and after 6:00 p.m.

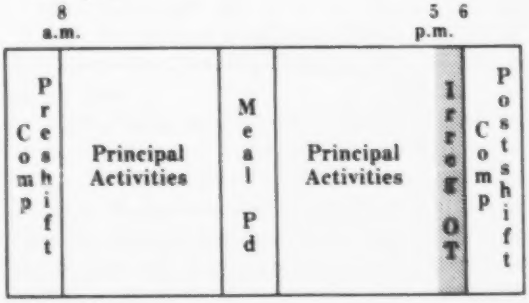


Exhibit 2: Examples of Preshift and Postshift Activities

a. Introduction

(1) Preshift and postshift activities fall into two categories:

(a) Activities that are closely related to the employee's principal activities, and indispensable to their performance. These activities are considered *work*, and if the total time spent in these activities is more than 10 minutes per day, they are compensable as hours of work.

(b) Activities that are *not* closely related to the employee's principal activities. These activities are considered *preliminary* or *postliminary* activities, and the time spent in these activities is excluded from hours of work.

(2) In addition to preshift and postshift activities, employees have performed other activities before and after their scheduled tour of duty that have been determined to be principal activities and not preshift or postshift activities. This is because these activities were considered to be among the activities the employees were hired to perform. In addition to providing examples of preshift and postshift activities, we are also providing examples of some activities that have been considered principal activities by the Congress, the courts, and the Comptroller General.

(3) The distinction between what constitutes a principal activity, what constitutes a preshift or postshift activity that is considered work, and what constitutes a preliminary/postliminary activity may be very narrow and often must be determined by relating that activity to the activities the employee was hired to perform during scheduled working hours. For example, (i) if an employee is hired to sharpen knives, the activity of sharpening a knife before scheduled working hours would be considered a principal activity, (ii) if a butcher sharpens a knife before scheduled working hours, that activity would be considered a work-related preshift activity, and (iii) if a personnelist sharpens a knife before scheduled working hours, that activity would be considered a preliminary activity because it is not related to his or her principal activities.

b. Examples of Preshift and Postshift Activities

There is no listing by category of preshift or postshift activities that are considered work and activities that are considered preliminary or postliminary activities. Whether a preshift or postshift activity is considered work or is considered a preliminary or postliminary activity depends on the facts and circumstances of each individual employment situation. Agencies may be guided by the following examples which have been drawn from the Portal-to-Portal Act, court cases, and Comptroller General decisions.

(1) The U.S. Supreme Court has determined that the following preshift and postshift activities are closely related to employees' principal activities and, therefore, considered work:

(a) sharpening knives by knifemen in a meatpacking plant before and after their daily tour of duty. *Mitchell* v. *King Packing Co.*, 350 U.S. 260 (1956).

(b) changing clothes and showering in a battery plant where the manufacturing process involves extensive use of caustic and toxic materials. *Steiner* v. *Mitchell*, 350 U.S. 257 (1956).

(2) The Court of Claims in *Baylor* v. *United States*, 198 Ct. Cl. 331 (1972) has determined that the following preshift and postshift activities performed by GSA guards were closely related to their principal activities and, therefore, considered work:

(a) drawing and returning Government-owned weapons and other equipment at designated control points.

(b) changing into and out of uniforms at designated locker stations.

Note: The results in *Baylor* were further modified by the Comptroller General in 53 Comp. Gen. 489 and 54 Comp. Gen. 11.

(3) Ordinarily, the courts have considered changing clothes by employees before and after the daily tour of duty to be a preliminary or postliminary activity. This has been the case even for employees in unusual employment situations such as a carbon paper plant and an automotive body shop where their clothing may be heavily soiled at the end of the day. The courts have considered changing clothes to be work only when extraordinary circumstances are present to make the clothes changing indispensable to the performance of their principal activities and where the changing of

clothes on the employer's premises is required by law, by rule of the employer, or by the nature of the work. For example, employees in a battery plant are required to change into special protective clothing on the premises for health and safety reasons (Steiner), or guards are required by the employer to change into and out of uniforms at their designated locker stations *(Baylor)*. On the other hand, if changing clothes is merely a convenience to the employee and not directly related to principal activities, it has been considered a preliminary or postliminary activity. Further, the Comptroller General has disallowed claims for clothes changing time when employees were permitted to change clothes at home and are not required to do so at the place of work (B-192831, April 17, 1979), or employees have the option of wearing their uniforms to and from work (B-182610, February 5, 1975 and B-156407, July 14, 1976).

(4) The following activities have been specifically described as preliminary or postliminary activities in the Portal-to-Portal Act:

> "Walking, riding, or traveling to and from the actual place of performance of principal activity or activities within the employer's plant, mine, building, or other place of employment, irrespective of whether such walking, riding, or traveling occur on or off the premises of the employer or before or after the employee has checked in or out."

(5) Other activities that have been considered preliminary or postliminary activities by the courts and the Department of Labor in the private sector under the FLSA include:

(a) punching in and out.

(b) waiting in line to check in or out.

(c) checking assignment board.

(d) opening doors and turning on lights and heat.

(e) waiting in line to receive pay checks.

(f) washing up or showering.

c. Examples of Principal Activities Performed Before or After the Scheduled Tour of Duty.

(1) The following two activities performed by employees before or after their scheduled tour of duty were found to be principal activities by the Judiciary Committee of the Senate in their report on the bill that subsequently was enacted as the Portal-to-Portal Act.

(a) oiling, greasing, or cleaning a lathe or installing a new cutting tool by a lathe operator at the commencement of a workday.

(b) reporting to work 30 minutes early by a garment worker to distribute clothing to the workbenches of other employees and to prepare machines for operation by other employees.

(2) Other activities performed by employees before or after their scheduled tour of duty that have been determined to be principal activities include:

(a) straightening material, marking sale material, and learning what material is on sale by salespersons and cashiers before the beginning of a shift, and restocking material and finishing with a customer after the end of the shift *Marshall* v. *Fabric World*, 23 WH Cases 414 [DC Ala (1977)].

(b) loading material onto trucks, fueling trucks, picking up electrical plans, and checking job locations by electricians and helpers. *Dunlop* v. *City Electric Inc.*, 527 F. 2d 394 (5th Cir, 1976).

(c) reporting for scheduled roll call 15 minutes before stated tour of duty by guards to receive specific assignments and instructions. 44 Comp. Gen. 195.

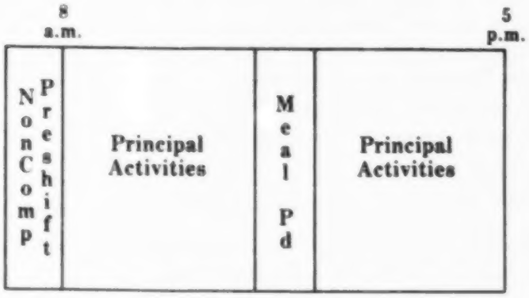
Exhibit 3: Examples Illustrating the Distinction Between Compensable and Noncompensable Preshift/Postshift Activities

---

EXAMPLE 1: The employee has a regularly scheduled daily tour of duty of 8:00 a.m. to 5:00 p.m. (with a one-hour meal period). The employee performs a noncompensable preshift activity before the daily tour of duty.

Principal Activities: Activities performed during the employee's daily tour of duty (8:00 a.m. to 5:00 p.m., excluding the one-hour meal period).

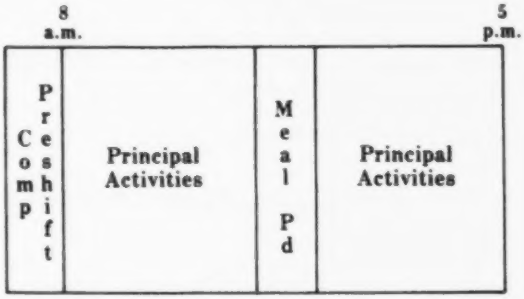
Compensable Preshift/Postshift Activities: None. Time spent by the employee in the noncompensable preshift activity is excluded from hours of work.



EXAMPLE 2: The employee has a regularly scheduled daily tour of duty of 8:00 a.m. to 5:00 p.m. (with a one-hour meal period). The agency has scheduled the employee to perform a compensable preshift activity immediately before the daily tour of duty.

Principal Activities: Activities performed during the employee's daily tour of duty (8:00 a.m. to 5:00 p.m., excluding the one-hour meal period).

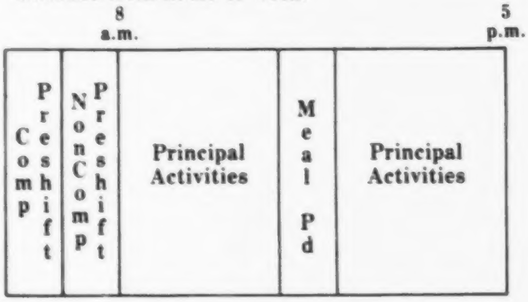
Compensable Preshift/Postshift Activities: Time spent by the employee performing the compensable preshift activity before 8:00 a.m.



EXAMPLE 3: The employee has a regularly scheduled daily tour of duty 8:00 a.m. to 5:00 p.m. (with a one-hour meal period). The agency has scheduled the employee to perform a compensable preshift activity before the daily tour of duty. In addition, the employee performs a noncompensable preshift activity after the compensable preshift activity and before the daily tour of duty.

Principal Activities: Activities performed during the employee's daily tour of duty (8:00 a.m. to 5:00 p.m., excluding the one-hour meal period).

Compensable Preshift/Postshift Activities: Time spent by the employee performing the compensable preshift activity before 8:00 a.m. Time spent by the employee in the noncompensable preshift activity is excluded from hours of work.



Book 591

Allowances and Differentials

Contents

SUBCHAPTER S1. [RESERVED]

SUBCHAPTER S2. [RESERVED]

SUBCHAPTER S3. ALLOWANCE BASED ON DUTY AT REMOTE WORKSITES

S3-1. Introduction
S3-2. Legal Basis
S3-3. Organizational Responsibilities
S3-4. Information Required To Request an Allowance
S3-5. Employee Eligiblity for an Allowance
S3-6. Basic Criteria for Determining Remoteness and Allowance Rates
S3-7. Payment of Allowance Rates
S3-8. Adjustment in Allowance Rates
S3-9. Periodic Review and Reports

APPENDIX A. DAILY TRANSPORTATION ALLOWANCE SCHEDULED—COMMUTING BY PRIVATE MOTOR VEHICLE

APPENDIX B. DAILY INCONVENIENCE OR HARDSHIP ALLOWANCE SCHEDULE—COMMUTING BY MOTOR VEHICLE

APPENDIX C. INFORMATION REQUIRED TO REQUEST AN ALLOWANCE

Subchapter S3. Allowance Based on Duty at Remote Worksite

S3–1. INTRODUCTION

a. **Purpose**. This subchapter provides program guidance and information for the administration of the general authority under 5 U.S.C. 5942 to pay an allowance based on duty at remote worksites, and provides guidelines and instructions for use by departments and agencies in requesting the establishment of an allowance for each remote post of duty, and paying approved allowances to eligible employees.

b. **Nature of program**. (1) The purpose of the law, and the regulations and guidelines established to implement the law, is to provide some compensation to employees in recognition of the extraordinary expense, inconvenience, or hardship involved in commuting long distances to a post of duty that is remote from the nearest established community or suitable place of residence. Moreover, the factors of expense, inconvenience, and hardship, as they may exist in connection with commuting to a remote post of duty, must be appreciably greater than that experienced by employees who commute to work in metropolitan areas throughout the country.

(2) It is not the intent of this allowance program to pay an allowance for commuting to duty posts that are within or near metropolitan areas, developed urban areas, or other established communities (determined by the Commission to be cities generally of 5,000 population or more). Refer to section S3–6 for more information on duty post exclusions and the criteria established for determining remoteness of a duty post.

(3) The statute does permit establishment of an allowance where employees are required by agency management to remain at a remote post of duty for the workweek because conditions such as location and transportation make it impractical to commute on a daily basis.

(4) It should be noted, however, that the law does not permit establishment of an allowance for remoteness as such, or for situations where employees may live either permanently or temporarily at or near a remote post of duty and may have to travel long distances to avail themselves of consumer services.

(5) An allowance under this program will not be paid for, nor will an allowance rate reflect, any expense, hardship, or inconvenience that may be encountered by an employee while on duty. This allowance program is intended to provide some compensation for expense and difficulty factors involved in daily or other commuting to and from work which normally is accomplished outside of the employee's scheduled tour of duty and in a nonpay status.

S3–2. LEGAL BASIS

Section 5942 of title 5, United States Code, is the basic statutory authority for payment of an allowance based on duty at remote posts. The Civil Service Commission has been designated as the President's agent to administer the statute by Executive Order 11609 of July 22, 1971.

S3–3. ORGANIZATIONAL RESPONSIBILITIES

a. **Commission responsibility.** The Civil Service Commission is responsible for administering the program and carries out the staff and operating functions involved in:

(1) Developing and issuing basic policies, procedures, and instructions for the program;

(2) Establishing, adjusting, and discontinuing allowance rates;

(3) Specifying the remote posts of duty for which an allowance may be paid;

(4) Determining the conditions under which any allowance may be paid;

(5) Designating the groups of positions to which an authorized allowance applies.

b. **Where to send requests.** Within the Commission, the Bureau of Policies and Standards is the staff office responsible for the program. Requests to establish or adjust an allowance rate, or for program information, should be sent to: Director, Bureau of Policies and Standards, United States Civil Commission, 1900 E Street, NW., Washington, D.C. 20415.

c. **Departments and agencies.** (1) Agencies are responsible under this program for:

(a) Preparing requests for action by the Commission for the establishment or adjustment of an allowance for each remote duty post;

(b) Advising the Commission in a timely manner of any changes in duty post or commuting conditions, or other factors, that may affect an existing allowance authorization.

(2) In addition, each agency, as part of its responsibility for effective personnel management, should take positive steps to eliminate, reduce, or minimize, to the extent permissible and feasible, any extraordinary expense, inconvenience, or hardship that may be associated with or stem from employment at a remote post of duty. This includes such activities as the following:

(a) Arranging work schedules or work conditions in such a way that the maximum number of employees can take advantage of transportation, administrative support, and other essential services;

(b) Cooperating and coordinating with other agencies, or organizations of the same agency, with employees at the same remote duty post, in arranging work schedules and the like to benefit the maximum number of employees;

(c) Contacting State or local road authorities to seek needed improvements for those roads used by employees to reach a remote post of duty;

(d) Arranging transportation services. This includes such actions as:

- Encouraging the establishment or improvement of private or public transportation services to the worksite;
- Providing car pool locator services;
- Making cost/benefits analyses of providing Government transportation as compared to paying a transportation expense allowance under this program. It should be noted in this connection that agencies may legally provide normal residence-to-work commuting transportation only when specifically authorized through an appropriation act or through other specific authorization. (See 31 U.S.C. 638a.) The intent here is to point out that there may be significant cost/benefits to be derived from the Government providing transportation, as compared to paying a transportation allowance under this program, and that this should be explored on a cost/benefit basis. If the authority already is available to an agency to provide transportation then it should be used where cost comparisons warrant, and if authority is not available, then it may be desirable to obtain it.
- Encouraging the building of suitable housing within a reasonable commuting distance from the duty post, and the establishment of or improvement in consumer services and facilities in communities surrounding the duty post.

S3–4. INFORMATION REQUIRED TO REQUEST AN ALLOWANCE

a. **General.** Once it has been determined that a post of duty may warrant consideration for establishment of an allowance under this subchapter, certain basic information, as outlined in appendix C, is required in support of a request. This information pertains to such factors as commuting distances and time; conditions encountered while traveling; available transportation, housing, and consumer services; and location of posts of duty and communities surrounding the duty posts. The information requested is essential for the Commission to reach a judgment that the facts and conditions which exist in connection with commuting to a remote post of duty are such that an allowance can be approved under this subchapter.

b. **Submission of requests.** (1) Each request for establishment of an allowance under this subchapter must be submitted to the Commission through agency headquarters offices.

(2) Where more than one agency is involved, a request must be submitted separately by each agency having employees with a permanent duty station at the remote post of duty.

(3) Where more than one agency is involved, each agency will be identified in the request package submitted to the Commission. (Identification is all that is required; there is no need to provide any information for that agency.)

(4) Where more than one component of the same agency is involved at the same post of duty, the information should be consolidated; however, if conditions differ significantly so as to warrant individual analysis the information should be supplied separately for each organizational component.

(5) It is expected, where more than one organization or agency is involved, that preparation of a request will be coordinated among all organizations in order to assure that there is timely submission of information from all agencies and to eliminate unnecessary duplication of effort and information.

S3–5. EMPLOYEE ELIGIBILITY FOR AN ALLOWANCE

a. **Employees covered.** Except as provided in paragraph b, below, an allowance, as prescribed by the Commission for each remote post of duty, will be paid to all Federal civilian employees of any Federal agency with a permanent duty station at or within the identified remote post of duty, except for permanent or temporary residents at the worksite and foreign nationals employed at remote posts of duty in foreign countries. This applies to all employees regardless of type of appointment or work schedule. Any special restrictions on eligibility for an allowance at a specific duty post will be stated in the authorizing document published by the Commission for each remote post of duty.

b. **Agencies covered.** This subchapter applies to executive departments as defined in section 101 of title 5, United States Code, and to independent establishments as defined in section 104 of title 5, United States Code, but does not apply to Government corporations as defined in section 103 of title 5, United States Code. This excludes employees of such organizations as the U.S. Postal Service and the Tennessee Valley Authority.

c. **Permanent duty station.** As stated in paragraph a, above, to be eligible an employee must have a permanent duty station at or within a remote post of duty designated by the Commission. An employee's permanent duty station generally is considered to be the place at which the employee ordinarily is required to spend the greater part of his working time. Under decisions of the Comptroller General, authority does not exist to designate a location as an employee's permanent duty station without regard to this factor. (See 31 Comp. Gen. 289; 32 id 87; id 161.)

d. **Terminology.** In connection with identification of an employee's permanent duty station, the terms *official station*, *post of duty*, and *duty post*, mean one and the same. With respect to remote locations, the post of duty is the reservation, station, or established area, or if large reservations, the established subdivision thereof having definite boundaries within which the designated post of duty is located. This terminology is consistent with that of the Standardized Government Travel Regulations.

S3–6. BASIC CRITERIA FOR DETERMINING REMOTENESS AND ALLOWANCE RATES

a. **General.** (1) The intent of the statute is to provide some compensation to employees in recognition of the extraordinary expense, hardship, or inconvenience that may be associated with the need to travel substantial distances from the nearest established community or suitable place of residence to a remote post of duty. The program does not accommodate payment of the entire expense associated with ownership of or use of a particular form of transportation in commuting to a remote duty post. In addition, there is no basis for accommodating the personal choice of employees who elect to use private transportation when public or Government-sponsored transportation is available at lower cost, or who elect to live in communities that are greater distances away when there are established communities closer to the duty post.

(2) It should be clearly understood that the criteria for determining remoteness excludes from allowance consideration the following because they would not meet the remoteness criteria:

(a) Any post of duty within the boundary of any metropolitan area, developed urban area, or community of sufficient size to provide adequate consumer facilities; and

(b) Any post of duty within 50 miles of the center of, or other appropriate point for large cities or areas, any metropolitan area, developed urban area, or community of sufficient size to provide adequate consumer facilities.

(c) Paragraphs 2(a) and (b) generally exclude any duty post within the boundary of or within 50 miles of any city of 5,000 or more population. Any city of this size or larger is considered to be an established community with adequate consumer facilities for purposes of computing the distance to a post of duty to determine if the 50-mile minimum distance is met. This does not mean, however, that a community of less than 5,000 population automatically is determined to be an unsuitable place of residence for remoteness determination purposes. Each community will be evaluated on an individual basis to determine its suitability as a place of residence for this purpose.

(3) In determining the allowance rates to be authorized, the Commission takes into account the fact, recognized in the legislation, that employees who work in and around metropolitan areas throughout the country also are subject to considerable travel time, inconvenience or hardship, and expense in commuting to their places of employment. Further, that these aspects of metropolitan commuting must be considered as offsetting factors in determining whether a duty post is remote, and if so, the allowance rates to be approved for commuting to such remote posts of duty.

b. **Basic criteria for determining remoteness.** (1) The criteria in the following paragraphs will guide agencies in determining whether a remote post of duty may qualify for an allowance and thus warrant preparation of a request to the Commission for allowance consideration. Except in extraordinary situations, requests should not be sent to the Commission if a remote duty post does not meet the minimum criteria specified. Where a remote duty post does not meet the minimum criteria but because of extraordinary commuting conditions, in the judgment of agency management the duty post should receive allowance consideration, a request may be submitted following the outline in appendix C. In addition, the extraordinary conditions should be clearly identified and thoroughly explained in the request.

(2) *Daily commuting by motor vehicle.*

(a) *Minimum distance.* This relates to the travel distance, in miles over the most direct route, between the nearest established community or suitable place of residence and the remote post of duty. An allowance rate will not be authorized unless the post of duty is at least 50 miles or more, one way, from the nearest established community or suitable place of residence.

(b) *Inconvenience and hardship.* This relates to the amount of time required to travel to the remote duty post, and the conditions encountered in making the trip. An allowance rate to compensate for these factors will not be considered unless the travel time normally exceeds one hour, one way, between the nearest established community or suitable place of residence and the remote post of duty.

(3) *Where daily commuting is not required.* A post of duty will be considered as remote for allowance consideration purposes where factors such as location, terrain, weather, or transportation make it impractical for employees to commute daily and thus are required by agency management to remain at the duty post for the workweek or a substantial part of the workweek as a regular condition of employment. In these situations employees typically commute, i.e., travel, from their homes to the duty post at the start and finish of the workweek.

(4) *Other commuting situations.* The minimum requirements outlined in subparagraphs (2) and (3) above do not apply where daily commuting is by boat, aircraft, or unusual conveyance, and do not apply to duty posts outside the 50 United States. Where these may be the basis for allowance consideration, the minimum conditions of eligibility will be based on the facts and circumstances for the particular duty post. Further, the minimum requirements may be modified by the Commission if warranted because of extraordinary commuting conditions associated with a remote post of duty.

c. **Allowance rates.** It should be noted that $10 a day is the maximum allowance which may be paid under the statute. Although an allowance may be based on more than one factor, any one of which may amount to as much as $10, the total daily allowance for all factors combined may not exceed the $10 statutory limit.

(1) *Transportation expense—daily commuting by motor vehicle.*

(a) *Bus service.* This includes passenger vehicles where a fee is charged for use, and may be public or Government provided transportation. Where bus service is available, the allowance for transportation expense is the cost of the service minus a cost factor for public transportation service in metropolitan areas. The metropolitan area public transportation round trip cost factor is 70 cents. This cost will be deducted from the cost of the bus service to the remote worksite. For example, if the total charge for round trip service is $2 a day, the transportation expense allowance would be $1.30 a day. If, however, an agency should provide transportation without charge, then a transportation expense allowance would not be paid to employees.

(b) *Private motor vehicle.* An allowance schedule, showing the daily transportation expense rate to be paid under the distances and conditions described, when commuting by private motor vehicle, is in appendix A to this subchapter.

(2) *Inconvenience and hardship.* An allowance rate to compensate for these factors will not be considered unless the travel time normally exceeds one hour, one way, between the nearest established community or suitable place of residence and the remote post of duty.

(a) *Land travel by motor vehicle.* An allowance schedule, showing the daily rates to be paid under the time factors and conditions described, is in appendix B to this subchapter.

(b) *Other commuting situations.* Where commuting is by boat, aircraft, or unusual conveyance, or under extraordinary conditions by motor vehicle, or involving factors or conditions unique to the duty post, the Commission will set the allowance rate based on the facts and circumstances on an individual duty post basis.

(3) *Where daily commuting is impractical as under paragraph b(3) above.*

(a) The Commission may authorize an allowance rate, the amount to depend on facts and circumstances, to cover such factors as miscellaneous expenses, living conditions that exist at the duty post, or inconvenience or hardship that may be associated with this type of employment environment. In addition, where employees are required to pay a fee for lodging, meals, or other services at the remote post of duty, an allowance rate will be authorized to at least equal the amount charged for the use of facilities and services.

(b) On days when operational or workload demands, weather conditions, or other situations result in employees reporting to or remaining at the post of duty substantially beyond normal arrival or departure time, the maximum daily allowance rate of $10 will be paid.

(4) *Other commuting situations.* If a duty post is determined as being eligible for allowance consideration under paragraph b(4), above, the daily allowance rate will be based on such factors as mode of transportation, expenses, commuting conditions, distance and time, inconvenience, hardship, or unique factors or conditions associated with the post of duty.

S3–7. PAYMENT OF ALLOWANCE RATES

a. **General.** (1) The Civil Service Commission, in the document published to authorize an allowance for each remote post of duty, will specify any special conditions that must be met before agencies may pay an allowance to employees.

(2) Payment of an allowance to an employee generally is conditioned on the employee actually incurring unusual expenses in commuting to a remote post of duty, or being subject to extraordinary inconvenience or hardship. Accordingly, when an employee does not, on any day, encounter such expense, inconvenience, or hardship the allowance will not be paid to him for that day, except as may be provided under the special provisions of paragraph c, below.

b. **Basis for payment.** (1) Allowance is earned on a daily basis and only for those days on which the employee commutes to the remote post of duty, or remains at the post of duty as under paragraph b(3) of section S3–6.

(a) Except as may be provided under the special provisions of paragraph c, below, an allowance will not be paid for days when the employee is absent from his permanent duty station. For example, on annual or sick leave; temporary assignments on detail, training, or in travel status; holidays or other nonworkdays established by executive or administrative order.

(b) An employee who normally commutes on a daily basis will not be disqualified from receiving an allowance if he is required officially to remain overnight at the post of duty, for one or more days on a temporary basis, because of the schedule of operations or nature of assigned work. In this event, the allowance for each day will be paid as though the employee had commuted on a daily basis.

(c) An employee who is paid an allowance because of the requirement to remain at the remote post of duty for the workweek will not be disqualified from receiving an allowance if he is required officially to remain away from the post of duty, for one or more days on a temporary basis, provided he is required to continue to pay a fee for lodging, meals, or services at the remote post of duty during the period of absence.

(d) An employee who becomes entitled to a higher allowance rate will be paid the higher rate for each day for which the rate is earned. For example, an employee may be paid an allowance based on using Government-provided transportation. Because of a work schedule change he must commute by private vehicle for which a higher allowance rate is authorized. The employee is entitled to the higher rate for each day for which he must commute by private vehicle.

(e) An employee who resides permanently at a remote post of duty, or an employee who resides temporarily for his own convenience, is not eligible for an allowance.

(2) *When commuting daily by motor vehicle.*

(a) Allowance will be paid at the lowest rate commensurate with available transportation. For example, where bus service is available, the transportation expense rate is limited to the cost of the service even though employees may elect to commute by private motor vehicle. A rate authorized for commuting by private motor vehicle may not be paid unless the employee's officially established work schedule precludes use of other transportation service.

(b) Inconvenience or hardship parts of an allowance rate are paid for each day the employee actually travels to the duty post regardless of eligibility for transportation expense part of an allowance rate.

(c) Appendix A shows the allowance rates to be authorized for commuting by private motor vehicle to a remote post of duty. The schedule includes a factor to compensate for transportation expense under the distances and conditions described.

(3) *When daily commuting is not required under S3–6b(3).*

(a) Allowance is earned on a daily basis and covers each entire calendar day (midnight to midnight) the employee stays at the post of duty for the convenience of the Government.

(b) When an employee stays only part of a calendar day, the allowance for the day will be one-fourth of the rate set for a full day for each quarter day, or fraction of a quarter day.

(c) On the day of arrival at and departure from the duty post, the time for which the daily rate will be computed will be based on the following:

(i) On the outgoing trip, starting with the normal departure time from the usual point of origin;

(ii) On the return trip, ending with the actual arrival time at the usual point of arrival.

(d) Where operational or workload demands, weather, or other conditions beyond the control of employees result in employees reporting to or remaining at the post of duty substantially beyond normal arrival or departure time, the maximum daily allowance rate of $10 will be paid for each day, or part of a day, the employee may arrive early or be detained.

c. **Special provision for averaging allowance rate payments.** (1) As a matter of administrative convenience, an allowance rate, otherwise earned on a daily basis, may be paid on an average daily basis by taking into consideration the number and frequency of noncommuting days over a period of time. Noncommuting days for this purpose are regular workdays during which the employee is in a pay status but on which the employee is absent from the remote post of duty. This would include, for example, annual leave; sick leave; holidays; or temporary assignments for a day or two on detail or in a training status if they occur with reasonable frequency.

(2) Under this optional payment method, the average daily allowance rate would be somewhat lower than the allowance rate that would be paid only for each actual commuting day. The allowance, however, would be paid for every day the employee was in a pay status. The allowance would be terminated for any days in a nonpay status or during extended absences that were not considered in the averaging during the period, for example, jury duty or extended sick leave.

(3) The following will illustrate the effect of using this optional average payment method:

- Assume that an allowance rate of $2 a day would be authorized for a remote worksite.
- Full-time employee's pay is based on a 260-day work year.
- From the 260 days, an *average* number of noncommuting but otherwise paid workdays could be deducted as follows:

	Days
Annual leave	20
Sick leave	7
Holidays	9
Total	36

- The 36-day *average* would be deducted from the 260-day work year leaving a total of 224 days. In this example, 224 would be the typical number of days the average employee actually commutes during a year. Since the allowance rate is $2 a day, the annual total would be $448 (224 x $2). This would be the total annual allowance if it were paid only for those days the employee actually commuted.

- To average the payment, however, the $448 annual total would be divided by the 260-day work year. This would equal a daily allowance rate of $1.74, and this rate would be paid for every paid workday including the typical noncommuting days. Using this optional payment method minimizes payroll changes and records involved in keeping track of employees on a daily basis.

(4) Agencies will have to determine which method of payment, i.e., daily or optional, is most appropriate for each remote duty post for which the Commission approves an allowance. If the optional method is selected, the agency will have to determine the average number of noncommuting days to be deducted, and the time period involved, e.g., three months, six months.

d. **Method of payment.** Agencies will establish whatever administrative procedures are necessary to determine employee eligibility for an allowance rate, or portion of a rate, on a daily basis or under the optional payment method. Whether allowance payments are made on a biweekly or other basis is a matter for agency determination based on applicable financial management considerations.

S3–8. ADJUSTMENT IN ALLOWANCE RATES

a. As indicated in section S3–3, the Commission establishes the allowance rate to be paid for each specified remote post of duty and the rate may not be adjusted without prior approval of the Commission.

b. When an agency believes a rate change is warranted for a particular duty post, a request must be submitted which includes a complete explanation of the reasons for the suggested change, supporting cost information as appropriate, and a recommended rate.

S3–9. PERIODIC REVIEW AND REPORTS

a. **Periodic review.** For each location for which an allowance is approved, agencies will be required under Commission direction to review periodically, but no less than once a year, the basic facts and conditions that formed the basis for the approval action. This review would normally include the following:

(1) Commuting conditions, such as availability of transportation service, either public or Government-provided, condition of roads;

(2) Suitable housing or community services and facilities, such as availability of housing closer to the duty post, improvements in or establishment of consumer services or facilities in communities surrounding the duty post;

(3) Any and all aspects of working conditions, subject to administrative control, to assure that all feasible measures have been taken to minimize or eliminate any conditions contributing to substantial expense, hardship, or inconvenience associated with employment at a remote worksite. The approval of an allowance under this subchapter is not intended as a substitute for positive management action to minimize any adverse conditions of employment at remote posts of duty.

b. **Notice to the Commission.** As events or changes come to their attention, agencies are required to notify the Commission, as promptly as possible, of the following:

(1) Significant changes in employment levels;

(2) Opening or closing any posts of duty at a location or area already covered by an approved allowance. This excludes: Any temporary actions, i.e., 90 days or less; situations where employees travel to a new duty post on official time; situations where employees are paid transportation or per diem allowances under GSA travel regulations.

(3) Significant changes in conditions affecting commuting, e.g., improvements in road conditions, availability or improvement of bus service;

(4) Significant changes in housing, quantity or quality, in locations closer to the duty post;

(5) Significant changes in availability of consumer services or facilities in communities closer to the duty post;

(6) Any other changes or conditions that may have an influence on the authorized allowance.

c. **Special reports.** The Commission may, from time to time, request special reports on the application of the remote post of duty allowance program to a selected duty post. Therefore, agencies should maintain whatever records are reasonable, and which show the subjects or items evaluated and conclusions reached as a result of the at least annual review, or other reviews or actions, as outlined in paragraphs a and b above.

Appendix A of Subpart C. Daily Transportation Allowance Schedules, Commuting Over Land by Private Motor Vehicle to Remote Duty Posts

→Schedule I. Effective January 8, 1971 through July 12, 1975.←

Round trip distance in excess of 50 miles	*Degree A commuting conditions*	*Degree B commuting conditions*	*Degree C commuting conditions*
Up to 9 miles	$0. 20	$0. 22	$0. 24
10 to 19	. 70	. 77	. 84
20 to 29	1. 20	1. 32	1. 44
30 to 39	1. 70	1. 87	2. 04
40 to 49	2. 20	2. 42	2. 64
50 to 59	2. 70	2. 97	3. 24
60 to 69	3. 20	3. 52	3. 84
70 to 79	3. 70	4. 07	4. 44
80 to 89	4. 20	4. 62	5. 04
90 to 99	4. 70	5. 17	5. 64
100 to 109	5. 20	5. 72	6. 24
110 to 119	5. 70	6. 27	6. 84
120 to 129	6. 20	6. 82	7. 44
130 to 139	6. 70	7. 37	8. 04
140 to 149	7. 20	7. 92	8. 64
150 to 159	7. 70	8. 47	9. 24
160 to 169	8. 20	9. 02	9. 84
170 and over	8. 70	9. 57	[1] 10. 00

→Schedule II. Effective on or after July 13, 1975.

Up to 9 miles	$0. 30	$0. 32	$0. 34
10 to 19	1. 05	1. 12	1. 19
20 to 29	1. 80	1. 92	2. 04
30 to 39	2. 55	2. 72	2. 89
40 to 49	3. 30	3. 52	3. 74
50 to 59	4. 13	4. 32	4. 68
60 to 69	4. 80	5. 12	5. 44
70 to 79	5. 55	5. 92	6. 29
80 to 89	6. 30	6. 72	7. 14
90 to 99	7. 05	7. 52	7. 99
100 to 109	7. 80	8. 32	8. 84
110 to 119	8. 55	9. 12	9. 69
120 to 129	9. 30	9. 92	[1] 10. 00
130 to 139	[1] 10. 00	[1] 10. 00	10. 00
140 to 149	10. 00	10. 00	10. 00
150 to 159	10. 00	10. 00	10. 00
160 to 169	10. 00	10. 00	10. 00
170 and over	10. 00	10. 00	10. 00←

[1] Under the statute, $10 a day is the maximum allowance.

the agency which separated him shall suspend the payment of severance pay for the duration of the appointment and shall, at the termination of the appointment, continue the payment of severance pay fund as prescribed by this subpart and section 5595 of title 5, United States Code. The period of service covered by such an appointment is not creditable for purposes of computing the severance pay it interrupts.

"(b) When, without a break or after a break in service of three days or less, an employee who is entitled to severance pay accepts one or more temporary part-time or temporary intermittent appointments (including any authorized temporary extensions thereof), the agency which separated him shall suspend and then continue the payment of severance pay exactly as prescribed by paragraph (a) of this section." (Section 550.707)

e. **Temporary reemployment.** An employee may accept more than one temporary appointment without losing his severance pay as long as each appointment does not exceed one year; or, if it does exceed one year, as long as the appointment has been temporarily extended under proper authority.

S7-7. RECREDIT OF SERVICE

a. **Law.** "*(d) If an employee is reemployed by the Government of the United States or the government of the District of Columbia before the end of the period covered by payments of severance pay, the payments shall be discontinued beginning with the date of reemployment and the service represented by the unexpired portion of the period shall be discontinued beginning with the date of reemployment and the service represented by the unexpired portion of the period shall be recredited to the employee for use in any later computations of severance pay. For the purpose of subsection (b)(1) of this section, reemployment that causes severance pay to be discontinued is deemed employment continuous with that serving as the basis for severance pay.*" (Section 5595 of title 5, United States Code)

b. **Regulation.** "When an employee is reemployed and entitled to a recredit of service under section 5595(d) of title 5, United States Code, the agency which reemploys him need only record the number of weeks of severance pay hitherto received. Should the employee become entitled to severance pay upon subsequent separation, the agency shall compute his severance pay fund at the time of the subsequent separation on the basis of all his creditable service and his current age and shall deduct from the number of weeks it will take to exhaust the severance pay fund, as recomputed at the time of his subsequent separation, the number of weeks for which the employee previously received severance pay." (Section 550.704(c))

c. **Recredit of service.** Since the number of weeks over which severance pay may be paid at any given time cannot exceed 52 weeks (section 5595(c) of title 5, United States Code), it follows that there is a lifetime 52-week limit on the number of weeks an employee can ever become entitled to severance pay. But until the employee has received a total of 52 weeks pay, there is nothing to preclude him from fully receiving, each time, that amount of severance pay he has rightfully earned. →Thus, for example, if an employee with eight years service was separated and paid eight weeks of severance pay, and then subsequently reemployed for four additional years and separated, on the second separation the employee would be entitled to six weeks of severance pay. This is based on the employee's total entitlement to 14 weeks of severance pay (12 years of total service equals 14 weeks of severance pay), from which must be subtracted the eight weeks of severance pay previously received. (See unpublished Comptroller General decision B-175384, April 20, 1972.)←

d. **Example of computation involving recredit of service.** An employee, 45 years and 2 months of age, is separated involuntarily after 15 years of creditable service under conditions which entitle him to severance pay. His basic weekly pay before separation is $100. His severance pay fund is computed as follows:

$100×10	$1,000
$100×(5×2)	$1,000
Basic severance allowance	$2,000
$2,000×10%	$200
	×5
Age adjustment allowance	$1,000
Total	$3,000

Severance pay fund equals $3,000. It will thus take 30 weeks to pay him his entire severance pay ($3,000 divided by $100). After receiving payments for 10 weeks and one day, he is reemployed and the payments cease. He works for two years and seven months and is again separated under circumstances entitling him to severance pay. He is now 47 years and 11 months old. His basic weekly pay before separation is $125. His severance pay fund is computed as follows:

$125×10	$1,250
$125×(7½×2)	$1,875
Basic severance allowance	$3,125.00
$3,125×10%	$312.50
	×7¾
Age adjustment allowance	$2,412.88
Total	$5,546.88

The severance pay fund equals $5,546.88. It will take 45 weeks ($5,546.88 divided by $125) to pay him his entire severance pay. Since he has already received 10⅕ weeks severance pay, these 10⅕ weeks (10⅕ times $125=$1,275) are deducted from the severance pay fund ($5,546.88 minus $1,275=$4,271.88) and he is entitled to the remainder; this amounts to 34 weeks of severance pay at $125 and the last week of severance pay at $21.88 ($4,271.88 divided by $125).

e. **Verification of service.** When an employee is being separated under conditions which give rise to entitlement to severance pay, his agency should make every effort to verify all service that will be used in determining his total severance pay. When, however, the agency has made every effort but is unable for whatever reason to verify the service, the agency may accept the employee's affidavit.

f. **Notice.** (1) *Agencies.* In order to preclude overpayments of severance pay the employing agency must cooperate with, and notify, the agency responsible for the severance pay fund immediately upon employing a former employee who is receiving severance pay or is entitled to receive this kind of pay when the employee accepts employment that postpones or discontinues his severance pay. The notification should be given to the losing (paying) agency by the quickest means available. If necessary the notification should be made by telephone or wire and later confirmed by a copy of the SF 50.

(2) *Employees.* It is suggested that agencies notify employees receiving severance pay that reemployment with the Federal Government or the government of the District of Columbia discontinues the payment of severance pay and that, to avoid having to make a refund, it would be in their interest to notify the paying office (whose address and telephone number should be supplied) of any reemployment that might affect their entitlement. This is particularly important in congressional employment because there is no established way for an agency to determine that a former employee who is receiving severance pay has obtained congressional employment, other than by personal notification from the employee himself. If severance pay is not discontinued, a refund will have to be made.

S7-8. SERVICE WITH COUNTY COMMITTEES

Regulation. "For purposes of computation, payment, and termination of severance pay under section 5595 of title 5, United States Code, and this subpart, service by persons as employees of the county committees established pursuant to section 8(b) of the Soil Conservation and Domestic Allotment Act (16 U.S.C. 590(b)) is considered to be service with an agency." (Section 550.798)

best copy available

Reproduced from poor document.

S7–9. LIMITATIONS ON USES OF SEVERANCE PAY

Law. "*(f) Severance pay under this section is not a basis for payment, and may not be included in the basis for computation, of any other type of United States or District of Columbia Government benefits. A period covered by severance pay is not a period of United States or District of Columbia Government service or employment.*" (Section 5595 of title 5, United States Code)

S7–10. RECORDING

The following information will be included in the *Remarks* space of the Standard Form 50 for each employee who is involuntarily separated from the service under conditions which entitle him to severance pay:

(a) A statement that the employee is or is not entitled to severance pay.

(b) If entitled to severance pay the total amount of the severance pay fund.

(c) The amount of the weekly pay.

(d) The number of weeks it will require to exhaust the fund.

(e) The date payments begin.

Thus, a typical recordation might read "Entitled to $3,500 severance pay fund to be paid at rate of $110 per week over 32 weeks beginning December 31, 1965."

Subchapter S–8. Backpay

S8–1. INTRODUCTION

Section 5596 of title 5, United States Code, and implementing regulations in Subpart H of Part 550 of Title 5, Code of Federal Regulations (CFR), authorize the payment of backpay and reasonable attorney fees for the purpose of making an employee financially whole (to the extent possible) when, on the basis of a timely appeal or an administrative determination (including a decision relating to an unfair labor practice or a grievance), an appropriate authority finds that the employee was affected by an unjustified or unwarranted personnel action that resulted in the withdrawal, reduction, or denial of all or part of the pay, allowances, and differentials, otherwise due the employee. The purpose of this subchapter is to supplement the law and regulations with additional guidance on backpay and reasonable attorney fees under the backpay law.

S8–2. COVERAGE

This subchapter applies to employees or former employees of (1) an Executive agency (other than the Tennessee Valley Authority), as defined by section 105 of title 5, United States Code; (2) the Administrative Office of the United States Courts; (3) the Library of Congress; and (4) the Government Printing Office.

S8–3. DEFINITIONS

For the benefit of the reader, the definitions that appear in the regulations (5 CFR 550.803) are listed below. Some of the definitions require further clarification.

"Agency" has the meaning given that term in section 5596(a) of title 5, United States Code. See S8–2 for complete information.

"Appropriate authority" means an entity having authority in the case at hand to correct or direct the correction of an unjustified or unwarranted personnel action, including (a) a court, (b) the Comptroller General of the United States, (c) the Office of Personnel Management, (d) the Merit Systems Protection Board, (e) the Equal Employment Opportunity Commission, (f) the Federal Labor Relations Authority, (g) the Foreign Service Labor Relations Board, (h) an arbitrator in a binding arbitration case, and (i) the head of the employing agency or another official of the employing agency to whom such authority is delegated.

It is important to note that exclusion of an entity from those listed in the definition of "appropriate authority" does not prevent that entity from authorizing backpay when it has independent authority to do so. In addition, an entity listed in the definition is to be considered an "appropriate authority" only if, *in the case at hand*, it has authority to correct or direct the correction of an unjustified or unwarranted personnel action. An entity may be an "appropriate authority" in one case, but not in another.

"Collective bargaining agreement" has the meaning given that term in section 7103(a)(8) of title 5, United States Code, and (with respect to members of the Foreign Service) in section 1002 of the Foreign Service Act of 1980 (22 U.S.C. 4102(4)).

"Employee" means an employee or former employee of an agency. The backpay law applies to employees or former employees who, *while employed by the Federal Government*, were affected by an unjustified or unwarranted personnel action that resulted in a loss of pay and to former employees who are improperly denied a statutory reemployment right.

"Grievance" has the meaning given that term in section 7103(a)(9) of title 5, United States Code, and (with respect to members of the Foreign Service) in section 1101 of the Foreign Service Act of 1980 (22 U.S.C. 4131). Such a grievance includes a grievance processed under an agency administrative grievance system established under Part 771 of this chapter.

"Pay, allowances, and differentials" means monetary and employment benefits to which an employee is entitled by statute or regulation by virtue of the performance of a Federal function.

The term "pay, allowances, and differentials" is defined in general terms as a single entity because it is impractical and unnecessary to distinguish among pay, allowances, and differentials received by Federal employees. As long as a monetary or employment benefit received by a Federal employee is one that the employee is entitled to by statute or regulation and is received by virtue of the performance of a Federal function, it constitutes, "pay, allowances, and differentials" within the meaning of this definition.

"Pay, allowances, and differentials" includes, but is not limited to, the following:

(a) an employee's rate of basic pay, as increased by any applicable statutory or administrative pay adjustments;

(b) premium pay entitlements under title 5, United States Code; the Fair Labor Standards Act of 1938, as amended; and any other applicable premium pay statutes or regulations;

(c) allowances and differentials, such as pay for intermittent duty involving physical hardship or hazard, environmental differential, living quarters allowance, post differential, cost-of-living allowance, separate maintenance allowance, remote worksite allowance, uniform allowance, medical treatment allowance, physicians comparability allowance, and special pay for physicians and dentists under Public Law 94–123;

(d) paid leave;

(e) coverage under the Civil Service Retirement System or any other Federal employee retirement system; and

(f) benefits received under the Federal employee health benefits and group life insurance programs *prior to retirement*.

"Unfair labor practice" means an unfair labor practice described in section 7116 of title 5, United States Code, and (with respect to members of the Foreign Service) in section 1015 of the Foreign Service Act of 1980 (22 U.S.C. 4115).

"Unjustified or unwarranted personnel action" means an act of commission or an act of omission (i.e., failure to take an action or confer a benefit) that an appropriate authority subsequently determines on the basis of substantive or procedural defects, to have been unjustified or unwarranted under applicable law, Executive order, rule, regulation, or mandatory personnel policy established by an agency or through a collective bargaining agreement. Such actions include personnel actions and pay actions (alone or in combination).

In the case of an act of omission, the act is considered to be "unjustified or unwarranted" only if it is in violation of a specific provision mandating the action that was not taken. For example, when an employee is detailed to a higher-graded position for longer than the maximum period of time permitted without obtaining prior OPM approval, the employee has no entitlement to backpay unless an agency has established a mandatory policy, either unilaterally or through a negotiated agreement, providing for temporary promotion (unpublished Comptroller General decision B–203564, May 25, 1982, unpublished Comptroller General decision B–200000, May 25, 1982). The class of personnel actions that are "unjustified or unwarranted" is broader than the class of personnel actions that result in the withdrawal, reduction, or denial of pay, allowances, and differentials. However, only the latter class of personnel actions creates an entitlement to backpay.

Unjustified or unwarranted personnel actions may include, but are not limited to, separation, removal, suspension, furlough without pay (see S8–5), demotion, reduction in pay, enforced leave, resignation that is subsequently determined to have been coerced, failure to reemploy a career employee who had reemployment rights, failure to promote in accordance with mandatory requirements of an agency policy or a collective bargaining agreement, and denial of overtime work in violation of mandatory agency regulations or a collective bargaining agreement. Personnel actions are recorded on Standard Form 50 or 50A (or an OPM exception thereto). Overtime is recorded on the time and attendance record.

S8–4. DETERMINING ENTITLEMENT TO BACKPAY

a. Entitlement. An employee is entitled to backpay under section 5596 of title 5, United States Code, and the regulations prescribed by the Office of Personnel Management, only if an appropriate authority finds that an unjustified or unwarranted personnel action actually resulted in the withdrawal, reduction, or denial of all or part of the pay, allowances, and differentials otherwise due the employee. During the course of its deliberations, the appropriate authority may require that the employee provide documentation to show that he or she was affected by an unjustified or unwarranted personnel action and/or that the action actually resulted in the withdrawal, reduction, or denial of all or part of the pay, allowances, and differentials otherwise due the employee. Similarly, the appropriate authority may also require such documentation from the employing agency. Neither the statute nor the implementing regulations specifies that the burden of proving or disproving the contentions of either party falls, in every case, on either the employee or the agency. The statute and regulations simply require that the *appropriate authority* make a positive finding on both issues before the employee becomes entitled to backpay.

When an employing agency acts as an appropriate authority with respect to one of its own employees in an administrative adjudication process totally under its own control, the employing agency bears a special burden to ensure that the views of the employee, as well as of the employing agency itself, are fully heard. Therefore, employing agencies are encouraged to establish written procedures to guarantee the integrity of the process. For agencies covered by Part 771, a grievance procedure established under that part normally satisfies this requirement. In virtually every case of this kind, the employee has another recourse available to him/her outside the employing agency—if not to an administrative agency, such as the Merit Systems Protection Board, the General Accounting Office, or the Equal Employment Opportunity Commission, then to a Federal court. Federal agencies have a special responsibility to avoid costly litigation beyond the administrative process, for the Government may become liable for backpay and reasonable attorney fees, even if the payment is not made from funds appropriated to the agency itself (as when the payment is made from the judgment fund established under 31 U.S.C. 724a).

b. Exercise of agency authority. Agency heads are strongly encouraged to delegate authority to operating officials at the lowest level of the organization, consistent with law, regulation, and sound personnel management to determine when a personnel action is unjustified or unwarranted, and whether the provisions of section 5596 of title 5, United States Code, are applicable. In making this determination, the official designated as the appropriate authority must determine (1) whether the act of commission or of omission was unjustified or unwarranted under applicable law, Executive order, regulation, or *mandatory* (nondiscretionary) personnel policy established by an agency or through a collective bargaining agreement, and (2) whether the unjustified or unwarranted personnel action resulted in a loss of pay, allowances, and differentials. The determination, when made, must be in writing.

c. Binding arbitration. If an action is subject to binding arbitration, then the decision of the arbitrator, if otherwise proper, becomes the decision of the agency head. A binding arbitration award is to be given the same weight as any other exercise of administrative discretion by the agency head, unless there is a finding by the Federal Labor Relations Authority, Foreign Service Labor Relations Board, the Comptroller General, or a court having jurisdiction that an arbitration award is contrary to applicable law, Executive order, or applicable regulations.

d. Timeliness. Under 5 CFR 550.804(b), an agency has the authority to establish a time limit within which an appeal, grievance, claim, complaint or charge must be filed. However, late filing does not prevent an agency from exercising its discretion to make an administrative determination concerning an unjustified or unwarranted personnel action providing that the statute of limitations is not exceeded. (See S8–6b.)

e. Settlement of backpay cases. OPM strongly favors a policy of encouraging settlements in appropriate cases. Therefore, OPM will regard procedures permitting settlement of an unfair labor practice charge, or discrimination complaint, without requiring an admission of wrongdoing *as a part of the settlement agreement itself,* to be in compliance with 5 U.S.C. 5596 and the implementing regulations. Nevertheless, 5 CFR 550.804(c) requires a written determination that the employee was affected by an unjustified or unwarranted personnel action. (See also ◆ section S8–9. ◆)

◆ Questions concerning settlements involving repayment of erroneous refund or annuity payments and questions concerning the impact of settlements on the amount of annuity benefits should be referred to OPM, Office of Retirement and Insurance Policy. To ensure that settlement provisions involving refund or annuity payments may be implemented by OPM, a copy of any such proposed settlement agreement should be sent, before it is finalized, to the U.S. Office of Personnel Management, Office of Retirement and Insurance Policy, Retirement Policy Division, Room 4351, 1900 E Street, N.W., Washington, D.C. 20415. OPM will review the proposed settlement agreement and provide the agency with a verbal or written response as quickly as possible. ◆

S8–5. METHODS OF CORRECTING UNJUSTIFIED OR UNWARRANTED PERSONNEL ACTIONS

a. General. When an appropriate authority corrects or directs the correction of an unjustified or unwarranted personnel action, the employee shall be deemed to have performed service in the agency during the period covered by the corrective action and the agency shall compute, for the period covered by the corrective action, the pay, allowances, and differentials of the employee as if the improper personnel action had not occurred. In no case, however, will the employee be granted more pay, allowances, and differentials under the backpay law than he or she would have been entitled to if the improper personnel action had not occurred. When an employee's total interim earnings (including those from other Federal employment) exceed the total amount of backpay, the excess amount may be retained by the employee. (See unpublished Comptroller General decision B-194777, dated October 30, 1979.)

When an employee has been separated, corrective action is completed on the date the agency has reasonably set, with written notice to the employee, for his or her return to duty. Until that date, the erroneous action is in effect. Failure by the employee to report for duty on the date set by the agency may result in his or her being charged annual leave, if available, leave without pay, or absence without leave for the period from the date set for return of the employee to work until the date the employee actually returns to work. However, an employeee who resigns instead of returning to active duty is still entitled to backpay, since there is no requirement that the employee must return to duty (36 Comp. Gen. 762 (1957)).

b. Retroactive approval of an action. As a general rule, a personnel action may not be made retroactive so as to increase the rights of an employee to compensation. Exceptions to this rule, and cases where backpay may be awarded, are where an *administrative* or *clerical* error (1) prevented a personnel action from being effected as originally intended, (2) resulted in nondiscretionary administrative regulations or policies not being carried out, or (3) deprived an employee of a right granted by statute or regulation (58 Comp. Gen. 51 (1978)).

(1) Administrative error. In determining whether a personnel action was prevented from being effected as intended, a distinction must be made between those errors that occur prior to approval of the action by the properly authorized official and those that occur after such approval, but before the acts necessary to effect the personnel action have been fully carried out. The rationale for drawing the distinction is that the individual with authority to approve actions also has the authority not to approve them, unless the exercise of disapproval authority is constrained by statute, administrative policy, regulation, or the terms of a collective bargaining agreement. Where the error occurs before discretion is exercised, administrative intent to act at any particular time cannot be established. After the action has been approved, all that remains to effectuate it is a series of ministerial acts. In that case, since administrative intent is established, a retroactive effective date with backpay as a remedy for failure to accomplish those ministerial acts is appropriate (58 Comp. Gen. 59 (1978)).

(a) Lost or misplaced documents. When an employee's career-ladder promotion is delayed because the original promotion request was lost in the mail prior to its approval by the properly authorized official, there is no basis for an award of backpay. In the absence of a nondiscretionary requirement mandating promotion within a particular time frame in accordance with specified criteria, the delay in processing the promotion does not constitute administrative error of a nature that will support retroactive promotion (58 Comp. Gen. 59 (1978)).

(b) Delayed or improperly initiated personnel action request. Delay of a promotion because the supervisor failed to properly initiate a promotion recommendation does not provide a basis for retroactively effecting the promotion *when* the agency's instructions provide that promotion under the training and development program is discretionary rather than mandatory (unpublished Comptroller General decision B-181238, Dec. 21, 1976). However, delay of a quality step increase (QSI) may constitute an unjustified or unwarranted personnel action when an agency's procedures, or the terms of a collective bargaining agreement, state that a recommendation be acted upon within a specific time frame.

For example: On July 24, 1975, an employee was recommended for a QSI by his/her immediate supervisor. The following day, in conformity with the routine procedures, the recommendation was forwarded to the approving official. However, the approving official did not approve the recommendation until July 8, 1976, almost a year later. Standard procedures of the agency require approval or disapproval of the QSI within 30 days after receipt by the approving official. Failure to act for almost a year upon a QSI recommendation for reasons unrelated to performance was improper and tantamount to an unjustified or unwarranted personnel action and, as such, permits an exception to the rule prohibiting a retroactive salary increase (unpublished Comptroller General decision B-192372, January 2, 1979, citing 55 Comp. Gen. 836 (1976) and 56 Comp. Gen. 57 (1976)).

(c) Administrative error-retirement. If an employee exercises his or her option to retire, and the decision to retire was based upon an administrative error in the computation of the employee's creditable service, the employee is entitled to backpay because the premature retirement stemmed from an administrative error (unpublished Comptroller General decision A-59740, July 17, 1967, and *id* B-174199, December 14, 1981). However, when an employee voluntarily retires, the agency questions or disputes the employee's eligibility, and OPM subsequently determines that the claimant lacked sufficient creditable service to meet requirements for optional retirement, the employee is not entitled to backpay under section 5596 of title 5, United States Code, since the personnel action was not unjustified or unwarranted (unpublished Comptroller General decision B-166180, April 21, 1969).

(1) Mandatory personnel policy. A mandatory personnel policy is any personnel policy established by an

agency or through a collective bargaining agreement that requires the agency to take a prescribed action under stated conditions or criteria. Action which must or may not be taken, as well as conditions and criteria under which that action must or may not be taken, must be prescribed in the collective bargaining agreement or in agency regulations or policies.

Agencies may limit their discretion so that under specified conditions it becomes mandatory to take certain actions at certain times. However, the Comptroller General has held that the mere inclusion in a bargaining agreement or agency policy of a provision such as one calling for consistent and equitable application of merit promotion principles does not make that provision mandatory in a given situation. The policy must define the action which must be taken. Thus, a finding that an action which was delayed was "inequitable" and in violation of a policy statement about applying certain principles in an equitable manner does not provide a basis for retroactive correction of the action. (58 Comp. Gen. 59 (1978).) Further, the failure to treat an employee in precisely identical or equal manner to other similarly situated employees does not constitute an unjustified or unwarranted personnel action (unpublished Comptroller General decision B–182950, January 23, 1978).

Part of the determination to be made under S8–4 (Determining Entitlement to Backpay) involves a finding which must clearly establish that the claimant was directly affected by the unjustified or unwarranted personnel action. For example, in the case in which an employee alleges that he or she was improperly denied a promotion and an appropriate authority makes a finding that a mandatory personnel policy has been violated, the employee, nonetheless, would not be eligible for backpay if the employee would have been only one of several qualified candidates for the promotion and the factual record does not clearly establish that the employee would have been selected. Such an employee, however, would be entitled to backpay if it is clearly established by appropriate authority that the employee would have been selected for the promotion if the unjustified or unwarranted personnel action had not occurred (54 Comp. Gen. 435 (1974)). Absent such a finding, backpay is not appropriate. (Note: Entitlement to priority consideration for promotion does not in and of itself guarantee promotion, and an award of retroactive promotion solely on the basis of denial of priority consideration does not meet the criteria of 5 U.S.C. 5596 and should not be made.)

There are two types of cases that illustrate typical situations in which acts of omission have led to a denial of pay. In one case, a collective bargaining agreement provided that employees assigned to a higher grade for 30 consecutive workdays were to be temporarily promoted and paid at the higher grade for the remainder of the temporary assignment. Certain employees were given the duties of a higher grade for more than 30 days, but were not formally detailed to the higher grade level. The arbitrator found that the contract provisions required that such employees be temporarily promoted and be awarded temporary promotion with backpay. The Comptroller General upheld the arbitrator's decision (57 Comp. Gen. 536 (1978)). This decision fell within a long established rule of the Comptroller General. Although an employee has no vested right to promotion at any specific time, an agency, through a collective bargaining agreement or by agency regulation, may limit its discretion so that under specific circumstances it becomes mandatory to make a promotion on a certain date (54 Comp. Gen. 403 (1974); 54 Comp. Gen. 538 (1974); 55 Comp. Gen. 42 (1975)).

In another case, a promotion was approved by the appropriate authorizing official, but, due to a clerical error, the effective date was delayed. It was held that retroactive promotion and backpay were appropriate because the promotion had been approved by the appropriate authorizing official (54 Comp. Gen. 538 (1974)). However, the Comptroller General has distinguished that circumstance from the one in which a clerical error delays the approval of a promotion by the appropriate authorizing official (58 Comp. Gen. 59, 61 (1978)).

(2) Deprivation of statutory or regulatory rights. Involuntary leave. Except as provided below, when an employee indicates that he/she wishes to return to duty after a period of leave for health reasons, the agency may require the employee to provide appropriate medical documentation from his/her personal physician. After the agency receives and reviews the medical documentation, refusal by the agency to permit the employee to return to duty is an unjustified and unwarranted personnel action if the medical documentation is sufficient for the agency to determine that the employee is able to return to duty without being a hazard to himself/herself, other persons, or Government property. Under section 5596 of title 5, United States Code, the period of involuntary leave from the time of receipt of adequate medical documentation must be regarded as time worked and the leave and other benefits must be restored (unpublished Comptroller General decision B–170092, September 1, 1970).

The agency may require a medical examination when the employee occupies a position which has medical retention standards established under Part 339 or established and approved occupational/environmental standards and when the agency, after receiving and reviewing medical documentation, has determined that it cannot support the request without verification of the clinical findings and current clinical status.

If an employee occupies a position which has a medical retention standard is disqualified from performing the duties of the position as the result of a work related injury or illness, and in receipt of injury compensation, the agency, in accordance with 5 CFR 353.304(b), is required to place the employee in a position for which he or she is professionally and physically qualified, for up to 1 year from the date the injury compensation commenced. The Comptroller General has ruled in unpublished Comptroller General decision B–195213, July 5, 1978, that failure by the agency to place the employee in such a position, once the employee has requested a return to duty, is an unjustified or unwarranted personnel action.

Since an employee must be ready, willing, and able to work, the period of absence while in receipt of injury compensation prior to the request to return to work *may not* be included in the backpay determination. However, a backpay award must be made from the date the employee requests restoration until the agency complies with the request, if the agency does not restore the employee for an excessive amount of time. In determining the backpay award, the Comptroller General has ruled that the amount of injury compensation covering the period from which the agency refused to restore the employee through the date of restoration, must be deducted from the award.

The placing of an employee on "involuntary" sick or annual leave pending the Office of Personnel Management's decision on a disability retirement application does not constitute an unjustified or unwarranted personnel action when, based on medical documentation, the agency determines that the employee is incapacitated to perform his/her normal duties, there are no reasonable alternatives to enforced leave, and the action is not for personal, disciplinary reasons. (See MSPB Case No. DC 07528210678, May 24, 1982.)

c. Exclusion of reclassification actions. 5 U.S.C. 5596(b)(2) states that the backpay statute does not apply to any reclassification action. The purpose of this prohibition is to prevent payment of backpay to an employee who prevails in a classification appeal.

The general rule is that an employee of the Government is entitled only to the salary of the position to which he is actually appointed, regardless of the duties he performs. (*United States* v. *Testan*, 424 U.S. 392 (1976).) When, through the accretion of duties, an employee performs at a grade level higher than the grade he or she holds, he or she is not entitled to the salary of the higher position *unless* and *until* he or she is successful in obtaining reclassification of his or her position and promotion to the higher grade. It is well established that when an agency reclassifies a position to a higher grade, it must, within a reasonable time after the date of final position classification, either promote the employee if otherwise qualified or remove the employee from the higher graded position. OPM's regulations provide that a promotion action shall be effected no later than the beginning of the fourth pay period following the date of the reclassification action, and this time period has been considered reasonable by the Comptroller General (53 Comp. Gen. 216 (1973)). If an employee is retained in the higher graded position after final reclassification action and the agency fails to act in a timely manner, the employee is entitled to a retroactive promotion effective no earlier than the date of reclassification and no later than the beginning of the fourth pay period after the date of final position reclassification.

d. Discrimination cases. When an agency, an arbitrator, or the Equal Employment Opportunity Commission (EEOC) finds that an employee was discriminated against, the remedial actions provided for in EEOC's regulations take precedence over the prohibition against the payment of backpay in a reclassification action.

S8–6. CLAIMS FOR BACKPAY

a. Filing a claim. When backpay is the likely consequence of a grievance or an appeal action, the employee need not file a separate claim for backpay. However, when the matter to be decided is the appropriate treatment of pay that is not specifically the subject of a grievance or appeal, the employee should file the claim in writing, addressed to the agency where the unjustified or unwarranted personnel action took place (or appropriate successor office). It should provide appropriate identifying information pertinent to the claim and such offer of proof and pertinent documents as the employee possesses to substantiate the claim. Statements from management officials having knowledge pertinent to the claim may be accepted. The claim should contain the claimant's original signature and address (or that of a properly designated agent).

b. Time limits. Under 31 U.S.C. 71a, claims must be received in the U.S. General Accounting Office (GAO) within 6 years after the date such claim first accrued. In order to protect the rights of claimants, and to "stop the 6-year clock", claims received by agencies where the right of payment accrued 4 years or more prior to the date of receipt of the claim and which cannot be promptly approved and paid in the full amount claimed should immediately be forwarded to GAO, Claims Group, Washington, D.C. 20548, with a request that the claim be recorded and returned to the agency for action.

c. Disposition of the claim. The agency should designate an appropriate management representative to review the claim and prepare a report of findings and recommendations. The employing activity should then advise the claimant that the claim is approved or denied. Approved claims may be paid by the employing activity. If doubt exists that a claim should be approved, the claim may be forwarded to GAO for a decision. Claim files should be maintained in accordance with the GSA file disposition schedule.

S8–7. BACKPAY COMPUTATIONS

a. Introduction. Restoration of an employee to his/her former position after cancellation of an unwarranted personnel action involves adjustments in the amount of backpay and other benefits due an employee. The following information provides guidance in the computation of backpay and the necessary deductions to be made from backpay.

In computing the amount of gross backpay due an employee after correction of an improper personnel action, an agency must include premium pay and any changes which would affect the amount of pay, allowances, or differentials which the employee would have earned if the unjustified or unwarranted personnel action had not occurred. The computation of the net backpay to which an employee is entitled is a three step process. (1) Interim net outside earnings must be deducted from the gross backpay due the employee. (2) Erroneous payments received from the Government as a result of an unjustified or unwarranted personnel action must be deducted from net backpay due the employee. (3) Other authorized deductions such as retirement deductions computed on gross basic pay for the period of separation, Federal and State taxes computed on net backpay after deductions for interim net earnings, and health benefits premiums, if any, may be made from the remaining backpay due the employee.

b. Computation of gross backpay. (1) Period of time to be included. Under 5 CFR 550.805(c) an agency may not include any period during which the employee was not ready, willing, and able to perform his/her duties because of an incapacitating illness, except that the agency must grant, upon request of the employee, any sick or annual leave to the employee's credit to cover the period of incapacity by reason of illness or injury; nor may an agency include any period during which the employee was unavailable for performance of his/her duties for reasons not related to, or caused by, the unjustified or unwarranted personnel action.

(2) Within-grade increases. In computing an employee's pay, it is necessary to include any within-grade increases to which the employee became entitled during the period covered by the corrected personnel action. When the grant or denial of a within-grade increase requires an acceptable level of competence determination under Subpart D, Part 531, of Title 5, Code of Federal Regulations, the requirements for such a determination, including the right of reconsideration and appeal, must be followed (even though the determination is made retroactively) before the within-grade increase may be included in the computation of the amount of backpay due the employee. It should be noted that the regulations governing within-grade increases waive the requirement for an acceptable level of competence determination when the employee had less than 60 days of service during the final 52 calendar weeks of the waiting period because of the unjustified and unwarranted personnel action. (See 5 CFR 531.409(d), and book 531, FPM supplement 990–2, S4–8c.)

(3) Merit Pay Increases. When a merit pay employee is restored to duty following an unjustified or unwarranted suspension or separation, during which period the employee would otherwise have become eligible for a merit pay increase, it is necessary to determine the amount of the merit pay increase for the purposes of computing the employee's backpay entitlement and to determine the employee's rate of basic pay upon restoration. If the employee was in a duty status and covered by a performance appraisal system for the minimum period of the time established by the employing agency for coverage prior to suspension or separation, the merit pay increase must be based on the employee's performance during the appraisal period. However, if the employee was *not* in a duty status under an ap-

proved performance appraisal system for the minimum period required for coverage prior to the suspension or separation, the merit pay increase must be computed in accordance with the provisions of 5 CFR 540.108.

When it is determined by an appropriate authority under an agency's administrative grievance system, appellate procedures, and/or other agency established procedures that the performance rating upon which a merit pay employee's merit pay adjustment was based was erroneous, and it can be determined by an analysis of the particulars of the agency merit pay plan that a larger or smaller pay adjustment is required, that revised adjustment is effective retroactive to the same day a pay adjustment under 5 U.S.C. 5402(c) becomes effective, except as otherwise prescribed by OPM. (See 5 CFR 540.107(a) and 5 CFR 540.108.)

(4) Payment of overtime. In computing the backpay of an employee who is restored to the rolls after an improper personnel action, any overtime the employee would have earned during the period of the erroneous separation is to be included in the backpay even though the overtime was not actually scheduled. The method of computing overtime incident to a backpay award due an employee may be based on the average number of overtime hours worked by fellow employees occupying similar positions during the same period (41 Comp. Gen. 273 (1961)).

An employee who should have been selected for overtime work because an agency regulation or collective bargaining agreement provided for assignment of overtime work in a prescribed manner is entitled to backpay for the overtime not worked if the agency regulation or nondiscretionary provision of the agreement is violated. The appropriate authority must find that the action taken was unjustified or unwarranted and direct that corrective action be taken. The overtime will be computed on the basis of the number of hours worked by the employee selected to perform the overtime work during the same period (54 Comp. Gen. 1071 (1975)).

(5) Allowances or differentials. Any allowances or differentials which the employee would have received if the improper personnel action had not occurred are included in the amount due the employee even though he or she did not physically remain in the location giving rise to entitlement to the allowance or differential (40 Comp. Gen. 479 (1961), 52 *id* 860 (1973), 59 *id* 261 (1980)).

(a) Physical hardship and hazard duty pay (General Schedule). In determining the amount of irregular or intermittent pay for physical hardship or hazard duty to which an employee would have been entitled, the agency may determine the number of days per week the employee performed each type of irregular or intermittent hardship or hazard duty during the 52 weeks preceding the unjustified or unwarranted separation for which he or she would have been compensated and use an average of the amounts to make the necessary computations.

(b) Environmental differentials (Federal Wage System). Payment of environmental differentials on an actual exposure basis or on the basis of hours in a pay status must be computed in accordance with OPM's regulations and instructions, with the agency determining entitlement to such differentials on the basis of the 52 weeks preceding the unjustified or unwarranted separation for which the employee would have been compensated.

(6) Intermittent employees. While the computation of backpay entitlement will not be difficult in the majority of cases, there may be problems associated with employees who work on an intermittent or unscheduled basis.

When the agency is not able to determine with certainty the number of hours which the intermittent employee would have worked during the period covered by the corrected personnel action, the agency may estimate the amount of backpay by taking an average of the number of hours worked by other employees of the agency under the same type of appointment and performing the same kind of work to which the employee in question would have been assigned during this period; or it may determine the average number of hours a week the employee actually worked for a representative period preceding the unjustified or unwarranted personnel action (such as 26 or 52 weeks, whichever would represent a fairer approximation of the employee's earnings if he or she had actually worked) and use these average weekly hours to make the necessary computations.

(7) Employment expenses. Hotel, restaurant, travel, and other expenses incurred in connection with the successful appeal of a separation, as well as the excess cost of living at the place of interim employment over what the cost would have been at the former employment location, are not to be considered either as credits to compensation or as debits against earnings from other employment (40 Comp. Gen. 479 (1961)).

c. Computation of net backpay. (1) Outside employment. Under 5 CFR 550.805(e) an agency must deduct any amounts earned by an employee from other employment during the period covered by the corrective action. The amount of entitlement is the difference between the amount of compensation the employee would have earned, including all premium pay, and the amount actually earned in employment obtained as a substitute for Government employment during the period covered by the corrected personnel action. In this connection, the amount earned in employment obtained to take the place of Federal employment means net earnings—that is, gross earnings less losses and certain expenses incurred in connection with the interim employment or business (34 Comp. Gen. 382 (1955)). However, losses sustained in a venture unrelated to the separation are not allowable for deductions (35 Comp. Gen. 268 (1955).

Set-off for other employment. If the employee was engaged in outside part-time employment (teaching, lecturing, or writing activities) prior to removal, suspension, or furlough from Government employment as a result of the unjustified or unwarranted personnel action, the part-time job is not *other employment* within the meaning of section 5596 of title 5, United States Code, because it does not take the place of the Government employment. If the employee was able to expand the part-time job to a full-time job, or took a second part-time job, as a substitute for Government employment, only those hours worked on the full-time job in excess of the aggregate of the part-time job, or only the hours worked on the second job, as the case may be, are considered as other employment in place of Government employment.

In other words, the only earnings from other employment that may *not* be deducted from backpay are earnings from outside employment the employee already had before the unjustified suspension or separation. For example, if an employee worked 20 hours on an outside part-time job prior to separation from Government employment, and during the period of separation worked 40 hours, the amount representing the 20 hours additional time worked would be set-off against the backpay computation. To clearly establish that the pay for outside employment *did* or *did not* increase substantially during the period of separation, an agency should obtain a statement or affidavits from the employee covering his/her outside earnings.

(2) Mitigation of damages. In interpreting the offset provisions of the backpay law, the U.S. Court of Claims has determined that the intent of Congress was that a separated employee has an obligation to mitigate damages by making a reasonably diligent effort to secure other employment, and that the amount earned, or which might have been earned, is to be deducted from the total amount of compensation that would otherwise be paid by statute. The obligation to seek employment arises when the employee exhausts administrative review rights and is entitled to seek judicial review of the action. Failure of the employee to mitigate damages by making a diligent effort to seek employment would result in an offset against the award otherwise due the employee in the amount that the employee could have earned at the *minimum wage* (*Powers* v. *United States*, 220 Ct. Cl. 157 (1979), citing *Schwartz* v. *United States*, 149 Ct. Cl. 145 (1960)). This determination is to be made by the appropriate authority in the case at hand.

d. Erroneous payments. The following deductions are mandatory and necessary to achieve the make-whole purpose of the backpay statute:

(1) *Civil Service retirement annuity payments*. Any employee who, as a result of separation that is subsequently determined by an appropriate authority to have been erroneous, has been in receipt of retirement annuity payments (either special payments or regular annuity payments) is indebted to the Government for the gross amount of retirement annuity payments authorized for the period covered by the corrective action. Because the gross amount of annuity payments had already been reduced by required health benefits and life insurance premiums, the agency recovers an amount of annuity from the backpay award equal to the gross annuity less health benefits and life insurance premiums, and transfers that amount to the retirement system. The Civil Service Retirement System (CSR) then recovers the amounts paid from the gross annuity for health benefits and life insurance from the respective carriers for those programs, and the retired employee's account is satisfied. The agency then must collect from the backpay due the employee the required amount for health benefits coverage during the period following restoration and transfer that amount, plus the agency's share, to OPM.

As an example of the above instructions, consider that the retired employee was entitled to a gross annuity of $500 per month less $50 per month for health benefits coverage and $50 per month for unreduced basic life insurance coverage after age 65, and optional insurance. The net amount payable to the annuitant in this example was $400 per month. If the period of erroneous annuity payment was for only one month, the *gross* indebtedness was $500. However, the *net* amount of indebtedness to be withheld from the backpay award is $400 (the amount the annuitant actually received).

As another example, consider a retired employee who was entitled to a gross annuity of $500 per month less $50 per month for health benefits, $78 for Federal income tax, and $23 per month for State income tax. The net amount of annuity payable in this example is $349. If the period of erroneous annuity payment was for only one month, the gross indebtedness is $450 ($349 net annuity + $78 Federal tax + $23 State tax = $450). Although Federal and State taxes were withheld from the gross annuity prior to payment, it must be recovered by the agency. The employee may then make an adjustment on his or her income tax returns at the end of the year. (Employees should contact their local Federal and State tax offices for information concerning the year end adjustment.)

Erroneous separations resulting in indebtedness to the retirement fund may occur in a number of circumstances, including: an erroneous separation resulting from removal for misconduct or poor performance that is subsequently overturned on appeal; a reduction-in-force action that is subsequently overturned on appeal; separation for retirement that is subsequently determined to have been coerced; and erroneous separation for retirement because of incorrect counseling about eligibility for retirement. The agency must deduct the amount of the net erroneous retirement payments from the backpay award and submit a check for the appropriate amount (payable to the U.S. Office of Personnel Management) to the U.S. Office of Personnel Management, Funds Control Branch, Room 1312, 1900 E Street, N.W., Washington, D.C. 20415.

(2) *Refunds of retirement contributions*. The retirement law (5 U.S.C. 8342(a)) authorized refund of an employee's retirement contributions only upon absolute separation from the service or transfer to a position not subject to the law. Therefore, a refund of retirement contributions paid to an employee based on a separation which is subsequently found erroneous and cancelled by restoring the employee to duty retroactively so that there was no break in service removes the legal basis for the refund. A refund which was paid in error represents a debt due the retirement fund which must be deducted from any backpay entitlement. If the restored employee is entitled to backpay, the agency should contact the Office of Personnel Management to determine the amount of refund, if any, to be offset against the backpay entitlement. A check for the appropriate amount should be submitted to the Office of Personnel Management, at the address shown in the above paragraph.

(3) *Severance pay*. An employee's entitlement to severance pay is conditioned upon actual separation from the service. Since a restored employee is considered for all purposes to have performed service during the period of wrongful separation, an employee may not simultaneously claim the status of a separated employee during the same period. Accordingly, the severance pay paid to an erroneously separated employee at the time of his/her removal must be deducted from the backpay award upon restoration to duty.

(4) *Lump-sum payment*. The lump-sum payment that an erroneously separated employee received upon his/her removal must be refunded by the employee upon cancellation of the separation action. This is so because the lump-sum payment for annual leave is authorized under 5 U.S.C. 5551(a) only upon separation from the service. Therefore, when a separation is cancelled and the employee is restored to duty as of the date of separation, the lump-sum payment is considered erroneous. Any lump-sum received by the employee must be set off against the employee's backpay award, and the leave must be recredited to the employee's leave account. (See ◆ section S8–8. ◆) There is no authority to permit an employee to elect between retaining payment or receiving credit for the leave.

(5) The order of precedence for deducting erroneous payments from backpay awards when the net amount of backpay is insufficient to cover all the deductions is as follows: (1) retirement annuity payments or refunds of retirement contributions, (2) severance pay, and (3) lump-sum payment for accrued annual leave. ★★

◆ Employees may request that OPM waive recovery of erroneous payments of any amount from the Civil Service Retirement and Disability Fund. Requests for waiver should be submitted to: U.S. Office of Personnel Management, Office of Retirement Programs, Reconsideration and Debt Collection Division, Room 3457, 1900 E Street, N.W., Washington, D.C. 20415. (Employees also may submit requests to repay debts owed to the Civil Service Retirement and Disability Fund by installment deductions from salary to this address.) In considering requests for waiver of payments made under the authority of chapter 83 of title 5, United States Code, OPM will apply the statutory criteria contained in 5 U.S.C. 8346(b) and implementing regulations contained in Subpart N, Part 831, of Title 5, Code of Federal Regulations—namely, whether the employee was at fault and whether recovery would be against equity and good conscience. In considering requests for waiver of payments made under the authority of chapter 84 of title 5, United States Code, OPM will apply the parallel criteria contained in 5 U.S.C. 8470(b) and Subpart C, Part 845, of Title 5, Code of Federal Regulations.

For severance pay and lump-sum annual leave payments, any net indebtedness remaining after liquidation of backpay is subject to waiver (by GAO or the employing agency, as applicable) under the authority of 5 U.S.C. 5584. ◆

e. Other authorized deductions. The *retirement contribution* is computed on employee's gross backpay and deducted after subtracting the earnings from outside employment. Even if no amount of backpay is due the employee, because of excessive ouside earnings, the employee must remit the appropriate amount of retirement fund contributions to the agency in order to receive full retirement credit for the period of the unjustified or unwarranted separation (unpublished Comptroller General decision B–167393, August 6, 1969).

Income tax withholdings are not computed on gross backpay before deductions from outside employment. Rather, interim net earnings (i.e., gross earnings less losses and certain expenses incurred in connection with the interim employment or business, but before income tax withholdings), if any, must be deducted from the gross amount of backpay and income tax withheld on the remainder (unpublished Comptroller General decision B–125762, November 19, 1957).

Health benefits premiums for an employee restored to duty following an erroneous separation for retirement *must be deducted* if coverage under the health benefits program continued without interruption during the erroneous retirement.

f. Examples of backpay computations. The following examples are set forth as an aid to computing back pay (figures are not actual but illustrative only).

EXAMPLE 1

An employee's gross backpay computation (based on basic pay only) amounts to $10,000. During the period covered by the corrective action the employee earned $7,000 from outside employment (interim earnings).

Gross backpay	$10,000
Less interim earnings	$ 7,000
Net backpay	$ 3,000
Less authorized deductions	
Retirement deductions computed on gross backpay ($10,000)	$ 700
Federal tax computed on net backpay ($3,000)	$ 325
State tax computed on net backpay ($3,000)	$ 97
Total deductions	$1,122
Net backpay	$1,878

EXAMPLE 2

An employee's gross backpay computation amounts to $32,420, broken down by:

Basic pay	$31,000
Overtime pay	$ 300
Holiday pay	$ 120
On-call pay	$ 1,000

The employee received lump-sum payments amounting to $1,000, and net retirement payments (gross retirement less the amount withheld for health benefits and the amount withheld for post retirement basic life insurance) amounting to $10,000. During the period covered by the corrective action the employee earned $11,000 from outside employment (interim earnings).

Gross backpay	$32,420
Less interim earnings	$11,000
Net backpay	$21,420
Less erroneous payments	
Erroneous retirement payments (not including HB and LI Premiums)	$10,000
Erroneous lump-sum payments for annual leave	$ 1,000
Total	$11,000
Net backpay	$10,420
Less other authorized deductions	
Retirement deductions computed on gross basic pay ($31,000)	$ 2,170
Federal tax computed on net backpay ($21,420)	$ 3,026
State tax computed on net backpay ($21,420)	$ 1,200
Health Benefits Premiums	$ 1,116
Total	$ 7,512
Net backpay	$ 2,908

S8–8. RESTORATION OF LEAVE

Under 5 CFR 550.805(f) annual leave that is restored to an employee as a result of the correction of an unjustified or unwarranted personnel action and that is in excess of the maximum leave accumulation authorized by law must be credited to a separate leave account for use by the employee. Annual leave in such a separate leave account must be scheduled and used as follows:

(a) For a full-time employee, excess annual leave of 416 hours or less must be scheduled and used by the end of the leave year in progress 2 years after the date on which the annual leave is credited to the separate account. This period is extended by 1 leave year for each additional 208 hours of excess annual leave or any portion thereof. **Note:** For both part-time and full-time employees, the ending date of the time limit for use of excess annual leave is not necessarily exactly 2 years, or the additional years, as appropriate, from the restoration date. Rather, the time limit ends at the end of the appropriate leave year.

The following chart illustrates the method of determining the time limitation for use of restored leave for full-time employees:

Hours in excess of maximum accumulation	Time limitation (years) for use of restored leave (end of leave year in progress after)
416 or less	2 years
417 — 624	3 years
625 — 832	4 years
833 — 1040	5 years
1040 — 1249	6 years

If the restored leave is not used during the prescribed time frames, it will be forfeited.

EXAMPLE 1

A full-time employee in an 8-hour leave category was separated in August 1980 and was restored to duty in April 1982. At the time of separation, the employee was paid a lump-sum payment for 354 hours of annual leave. This represented a combination of carryover annual leave for calendar year 1979, and leave earned but not used in 1980. If the improper separation had not occurred, the employee would have earned an additional 64 hours of annual leave in the 1980 leave year. In addition, the employee would have earned 208 hours of annual leave during leave year 1981 and 48 hours of annual leave through March 1982. This amounts to a grand total of 674 hours of annual leave for which an accounting must be made.

Total hours of annual leave to be credited	674
Maximum leave accumulation permitted by law	240
Hours in excess of maximum accumulation	434

Because the number of hours of restored leave is in excess of 416 the employee must schedule and use 416 hours of the restored leave by the end of the leave year in progress 2 years after the date on which the annual leave is credited to the separate account, and the remaining 18 hours by the end of the leave year in progress 3 years after the date on which it is credited to the separate account.

EXAMPLE 2

A full-time employee in a 6-hour leave category was separated in August 1977 and was restored to duty in April 1982. At the time of separation, the employee was paid a lump-sum payment for 336 hours of annual leave. This represented a combination of carryover annual leave for calendar year 1976 and leave earned but not used in 1977. If the improper separation had not occurred, the employee would have earned an additional 48 hours of annual leave in the 1977 leave year. In addition, the employee would have earned a total of 640 hours of annual leave during leave years 1978 through 1981 and 36 hours of annual leave through March 1982. This amounts to a grand total of 1060 hours of annual leave for which an accounting must be made.

Total hours of annual leave to be credited	1060
Maximum leave accumulation permitted by law	240
Hours in excess of maximum accumulation	820

Since the number of hours restored is in excess of 416 the employee must schedule and use 416 hours of the restored leave by the end of the leave year in progress 2 years after the date on which the annual leave is credited to the separate account, 208 hours (hours 417 through 624) by the end of the third leave year, and 196 hours (hours 625 through 820) by the end of the fourth leave year.

(b) For a part-time employee, excess annual leave in an amount equal to or less than 20 percent of the employee's scheduled tour of duty over a period of 52 calendar weeks must be scheduled and used by the end of the leave year in progress 2 years after the date on which the annual leave is credited to the separate account. This period is extended by 1 leave year for each additional number of hours of excess annual leave, or any portion thereof, equal to 10 pecent of the employee's scheduled tour of duty over a period of 52 calendar weeks.

The following chart illustrates the method of determining the time limitation for use of restored leave for part-time employees whose scheduled tour of duty consists of 20 hours per week (1040 hours over a period of 52 weeks).

Hours in excess of maximum accumulation		Time limitation (years) for use of restored leave (end of leave year in progress after)
208 or less	20% of tour of duty (1040 × 20% = 208)	2 years
209 — 312	10% of tour of duty (1040 × 10% = 104)	3 years
313 — 416		4 years
417 — 520		5 years
521 — 624		6 years

EXAMPLE 1

A part-time employee in an 8-hour leave category whose scheduled tour of duty consists of 20 hours per week (1040 hours over a period of 52 weeks) was separated in August 1980 and was restored to duty in April 1982. At the time of separation, the employee was paid a lump-sum payment for 312 hours of annual leave. This represented a combination of carryover annual leave for calendar year 1979 and leave earned but not used in 1980. If the improper separation had not occurred, the employee would have earned 32 additional hours of annual leave in the 1980 leave year. In addition the employee would have earned 104 hours of annual leave during leave year 1981 and 24 hours of annual leave for 1982, for which an accounting must be made.

Total hours of annual leave to be credited	472
Maximum leave accumulation permitted by law	240
Hours in excess of maximum accumulation ..	232

Twenty percent of the employee's scheduled tour of duty over a period of 52 weeks is 208 hours (1040 × 20%). Therefore, because the number of hours of restored leave is in excess of 208, the employee must schedule and use 208 hours of the restored leave by the end of the leave year in progress 2 years after the date on which the annual leave is credited to the separate account, and the remaining 24 hours by the end of the third leave year.

The following chart illustrates the method of determining the time limitation for use of restored leave for part-time employees whose scheduled tour of duty consists of 30 hours per week (1560 hours over a period of 52 weeks).

Hours in excess of maximum accumulation		Time limitation (years) for use of restored leave (end of leave year in progress after)
312 or less	20% of tour of duty (1560 × 20% = 312)	2 years
313 — 468	10% of tour of duty (1560 × 10% = 156)	3 years
469 — 624		4 years
625 — 780		5 years
781 — 936		6 years

EXAMPLE 2

A part-time employee in an 8-hour leave category whose scheduled tour of duty consists of 30 hours per week (1560 hours over a period of 52 weeks) was separated in August 1977 and was restored to duty in April 1982. At the time of separation, the employee was paid a lump-sum payment for 312 hours of annual leave. This represented a combination of carryover annual leave for calendar year 1976 and leave earned but not used in 1977. If the improper separation had not occurred, the employee would have earned 48 additional hours of annual leave in the 1977 leave year. In addition, the employee would have earned 624 hours of annual leave during leave years 1978 through 1981, and 36 hours of annual leave through March 1982, for which an accounting must be made.

Total hours of annual leave to be credited ...	1020
Maximum leave accumulation permitted by law	240
Hours in excess of maximum accumulation .	780

Twenty percent of the employee's scheduled tour of duty over a period of 52 weeks is 312 (1560 × 20%). Because the number of hours of restored leave is in excess of 312, the employee must schedule and use 312 hours of the restored leave by the end of the leave year in progress 2 years after the date on which the annual leave is credited to the separate account, 156 hours (hours 313 through 468) by the end of the third leave year, 156 hours (hours 469 through 624) by the end of the fourth leave year, and the final 156 hours (hours 625 through 780) by the end of the fifth leave year.

S8–9. HEALTH BENEFITS AND LIFE INSURANCE

a. 5 U.S.C. 8908 provides that if the enrollment of an employee who was removed or suspended without pay was terminated, and the employee is ordered restored to duty on the grounds that the removal or suspension was unjustified or unwarranted, he/she may elect to (1) have the prior enrollment reinstated retroactive to the date it was terminated, with appropriate adjustments made in contributions and claims, to the same extent and effect as though the removal or suspension had not taken place, or (2) enroll the same as a new employee. **Note:** the statutory provisions of 5 U.S.C. 8908 do not apply when an employee was erroneously separated for retirement under conditions which entitle him/her to continued enrollment. In such cases, there is no need to restore health benefits coverage; it was transferred to the retirement system and automatically continued.

b. Life Insurance. If an employee is retroactively restored to duty with pay after an erroneous suspension or removal, any insurance coverage the employee *had* before the improper action will continue as though the erroneous action never occurred. However, retroactive salary deductions for life insurance shall *not* be withheld from any back pay awarded for the period of separation or suspension. If death or accidental dismemberment occurs during the period between the employee's removal and the finding that the separation was erroneous, insurance proceeds will be paid and premiums will be withheld from the back pay award for the period of separation or suspension (section 8706(e) of title 5, United States Code, and FPM supplement 870–1, S4–2e).

An employee who had *no* insurance coverage prior to an erroneous suspension or removal and who is restored to duty after the closing date of an open season for life insurance which occurred during the period between the employee's suspension or removal and restoration is entitled upon restoration to elect life insurance coverage, as permitted during the open season. Since coverage for basic life insurance is automatic, the effective date is the first day in a pay and duty status. For options A, B, and C, the effective date is the first day in a pay and duty status on or after the date the SF 2817 is received by the employing office. An employee who *had* life insurance coverage prior to an erroneous suspension or removal and who is restored to duty after the closing date of an open season for life insurance which occurred during the period between the employee's suspension or removal and restoration, is entitled upon restoration to elect additional life insurance coverage, as permitted during the open season. The effective date is the first day in a pay and duty status on or after the date the SF 2817 is received by the employing office.

S8–10. PAYMENT OF REASONABLE ATTORNEY FEES

a. General. Section 5596 (b)(1)(A)(ii) of title 5, United States Code, provides for payment of reasonable attorney fees in accordance with the standards established under 5 U.S.C. 7701 (g), under certain conditions. Under 5 CFR Part 550, Subpart H, such payment is available in all backpay cases, without regard to the nature of the case or the appropriate authority in the case. Three basic issues are involved with respect to awarding attorney fees: (1) First and foremost, the appropriate authority must find that the employee is the prevailing party, and is entitled to an award of backpay. Without a backpay award, the second and third issues never arise. (2) If a backpay award is made, the appropriate authority must determine entitlement to reasonable attorney fees by making a determination concerning whether such payment is warranted in the interest of justice. (3) A decision to award backpay and a determination of entitlement to reasonable attorney fees leads to the final issue, determination of what constitutes a reasonable amount of attorney fees. It should be noted that an employee may not be denied attorney fees simply because he/she was not ready, willing, or able to work during the period of time for which the backpay award would be payable.

Our guidance on payment of attorney fees reflects the current state of the law in an area which is still being defined through administrative processes and litigation of requests for fee awards in individual cases. Consequently, this subchapter should be read in conjunction with the more recent judicial and administrative rulings in order to properly respond to attorney fee requests.

b. Requests for payment of reasonable attorney fees. Only an employee or an employee's personal representative may request payment of reasonable attorney fees. Such a request may be presented only to the appropriate authority that corrected or directed the correction of the improper action. However, when the finding that provides the basis for the request is made on appeal from a decision by an appropriate authority *other than the employing agency*, the request must be presented to the appropriate authority from which the appeal was taken. For example, if MSPB finds in favor of the employing agency, but the employee subsequently files a successful appeal of the MSPB decision under 5 U.S.C. 7703, the request for payment of reasonable attorney fees must be filed with MSPB, rather than with the Court of Appeals for the Federal Circuit. In turn, the appropriate authority must provide an opportunity for the employing agency to respond to the request.

c. Time limitations. Each appropriate authority is empowered to prescribe time limits for requesting payment of attorney fees, for responding to a request for payment of attorney fees, and for reviewing or appealing attorney fees determinations or awards. For example, MSPB regulations provide that request for payment of attorney fees shall be made within 10 days of final date of decision and that the agency may file a response to such a request within 10 days following the request (5 CFR 1201.37 (a)(2)). In addition, MSPB regulations provide that a petition for review of an attorney fees determination shall be submitted within 30 days of the determination.

d. Determination of whether payment is warranted. Under 5 CFR 550.806(c), payment of reasonable attorney fees is warranted only if (1) the payment is determined by the appropriate authority to be in the interest of justice under the standards established by the Merit Systems Protection Board pursuant to 5 U.S.C. 7701(g), and (2) the appropriate authority makes a specific finding setting forth, in detail, the reasons the payment is in the interest of justice.

MSPB has issued a series of decisions in which the standards for determining whether payment of reasonable attorney fees is warranted have been established. In these decisions, MSPB has addressed three basic issues; (1) the conditions that authorize an award of fees, (2) the availability of fees in cases in which the individual was not directly charged for legal services, and (3) the relationship between the Board's authority to grant attorney fees under 5 U.S.C. 7701(g) and under the backpay law, 5 U.S.C. 5596.

In determining when a fee award is appropriate, Congress intended to grant broad discretion, but it did not intend fees to be granted as a matter of course. This discretion is limited by the requirements that it be exercised reasonably and that there be an articulated rationale for the award. The employee has the burden of providing his or her entitlement to the award.

Conditions that authorize a fee award. While each case must be examined on its own merits, examples follow of the types of situations which would justify a fee award. A fee award is justified when the agency:

(1) Engaged in a prohibited personnel practice. This example is included in 5 U.S.C. 7701(g)(1) as a specific statutory ground for attorney fees. However, the MSPB has stated that it has the discretion to deny fees even if a prohibited personnel practice has been committed. This might be appropriate if the agency was acting in good faith and the prohibited personnel practice was purely technical or occurred because of an ambiguity in the statute of governing regulations.

(2) Took an action that was clearly without merit, or was wholly unfounded, or the employee was substantially innocent of the charges brought by the agency. These factors are drawn from both the text of 5 U.S.C. 7701(g)(1) and its legislative history. In making this determination, the appropriate authority must examine the degree of fault on the employee's part and the existence of any reasonable basis for the agency's action.

(3) Acted in bad faith, including instances where the action was brought to harass the employee or to exert improper pressure on the employee to act in certain ways. The examples of the bad faith criterion shown in the legislative history of 5 U.S.C. 7701(g)(1), suggest that bad faith occurs when the agency action taken is wholly unfounded, or where there is evidence that ill will or negligence on the part of an agency official tainted the action as a whole to an unconscionable degree.

(4) Committed a gross procedural error which prolonged the proceeding or severely prejudiced the employee. Gross procedural error is not coextensive with "harmful error." MSPB has held that, to establish harmful error, the appellant must show that an error was committed in the application of the agency's procedures which, in the absence or cure of the error, might have caused the agency to reach a conclusion different than the one reached. The burden is upon the appellant to show that based upon the record as a whole the error caused substantial harm or prejudice to his/her rights. To determine whether gross procedural error has occurred, the nature of the error and any excuse for it must be weighted against the prejudice and burden imposed on the employee.

To establish gross procedural error, the appellant must do more than merely show that an error occurred which likely had an effect on the result of the action. Based on this distinction, the inquiry to determine gross procedural error will probably focus on the subjective and objective good faith of the agency.

(5) Knew or should have known it could not prevail on the merits when it brought the action. This criterion places an obligation on an agency to conduct a thorough investigation of the charges brought against an employee, including any defenses or arguments raised by an employee. An award of fees may even be appropriate where the agency prepared or presented its case so negligently as to make it a foregone conclusion that the action could not be sustained on the record established. Therefore, fees may be awarded based on the agency's failure to conduct a thorough investigation.

e. Availability of fees in cases where the employee is not directly responsible for paying the fees. Section 7701(g) of Title 5, United States Code, restricts payment of fees to those instances where the fees were "incurred" by the employee. MSPB has interpreted this to mean "incurred by or on behalf of an employee." Consequently, a fee award is permitted when an attorney-client relationship exists and counsel has rendered legal services on behalf of the employee. While the statutory term "incurred" is not a bar to the award of attorney fees, the requirement that only a "reasonable" fee be allowed is a limitation on the *amount* of the award. Computation of fee awards are discussed in detail in S8–10g.

f. Relationship between 5 U.S.C. 7701(g) and 5 U.S.C. 5596. There are two sections of title 5 that authorize the payment of fees: 5 U.S.C. 7701(g) and 5 U.S.C. 5596(b)(1)(A)(ii). MSPB held that its authority under 5 U.S.C. 7701(g) is limited to those cases in which it exercises its appellate jurisdiction under 5 U.S.C., Chapter 77. Thus, the Board concluded that it does not have the authority to award attorney fees under this section in prohibited personnel practice cases brought by the Special Counsel under 5 U.S.C. 1206(c)(1)(B). The Board also impliedly recognized that fees cannot be awarded under 5 U.S.C. 7701(g) in cases involving a Board challenge to an OPM regulation or an agency's implementation of the regulation under 5 U.S.C. 1205(e). However the Board concluded tnat fee awards in cases brought by the Special Counsel to the MSPB could be maintained under 5 U.S.C. 5596, which allows payment of fees when an appropriate authority finds that an employee has been affected by an unjustified or unwarranted personnel action resulting in a loss of pay, allowances, or differentials.

g. Determination of amount of attorney fees. Two elements are essential to the determination of the amount of reasonable attorney fees: (1) identification of the pertinent factors to be considered, and (2) a rational analysis taking proper account of those factors. In addition, clear and adequate findings of fact are necessary to establish the reasoning by which the pertinent factors have been applied.

(1) Factors to be considered. The following factors have been considered in several court cases and MSPB decisions. They are listed as examples of factors that an appropriate authority may use to determine whether the fee requested is reasonable.

(a) *Time and labor required*. Hours claimed must be weighed against the appropriate authority's own knowledge and experience of the time required for similar activities. The possibility of duplication of efforts should be scrutinized. Legal work should be distinguished from non-legal work, which commands a lesser rate.

If the "results obtained" was a factor in the appropriate authority's determination, the decision must explain how and why that factor affects the total amount awarded, since that factor is not reflected in an attorney's customary hourly rate. In so far as the results obtained are reflected indirectly by the number of hours devoted to the case, separate recognition of that factor may be duplicative and must be justified as an adjustment to the normal fee for unusual quality of performance or difficulties overcome. Absent such unusual circumstances or evidence that the case was undertaken on a contingent fee basis, mere success on an appeal does not warrant an adjustment in the normal fee, since the "prevailing party" requirement of 5 U.S.C. 7701(g)(1) makes such success a prerequisite to award of any fee at all.

(b) *Novelty and difficulty of issues*. The attorney's experience would be relevant to determining the hourly rate charged. The complexity or novelty of the issues and the various legal services performed would be relevant in ascertaining a reasonable number of compensable hours. A case of first impression requires more research, which deserves compensation, but time merely devoted to learning a new field of law is an investment for future cases.

(c) *Skill requisite to perform the legal service properly*. Observation of the attorney's work product, preparation, and ability are important to this factor.

(d) *The preclusion of other employment due to acceptance of the case*, through foreclosure of other business due to conflicts of interest or through inability to use time spent on the client's behalf for other purposes.

(e) *The customary fee for similar work in the community*.

(f) *Whether there is a fixed or contingent fee*.

(g) *Time limitations imposed by the client or circumstances*. Some premium should be recognized for priority work which delays the attorney's other work.

(h) *Amount involved and result*. The amount of damages, for example, may be considered, but is not controlling. The effect of the case on the development of the law, or in benefiting similarly situated persons, should be considered.

(i) *The experience, reputation and ability of the attorney*. Expertise in a specialized field, and demonstrated skill and ability are pertinent.

(j) *The undesirability of the case*. Where an unpopular case has been undertaken which may have an economic impact on the attorney's practice, this factor can be considered.

(k) *The nature and length of the professional relationship with the client*. A lawyer or firm may vary the fee in light of the professional relationship with the client. For example, the rate may be reduced because of past business relationship or because the attorney anticipates further business. The applicability of that factor in this case needs to be explained, as does any variation above the amount actually billed to appellant, which would have to be fully justified.

(1) *Awards in similar cases*. In making a determination of the amount of reasonable attorney fees, the appropriate authority should scrutinize with due care the hours and the billing rates claimed by counsel in supporting their motion for attorney fees. The appropriate authority may cut hours for duplication, padding, or frivolous claims, and impose fair standards of

efficiency and economy of time. Such evaluation obviously requires detailed information as to the way in which counsel's time was spent (discovery, legal research, interviewing witnesses, appearance at a hearing, preparation of motion or briefs, etc.). Billing rates should be evaluated according to the individual attorney's professional standing, experience, status (partner, junior partner, associate), and specialized expertise. The appropriate authority's determination must contain findings or reasoning adequate to substantiate the determination of the appropriate billing rates and compensable hours.

(2) Use of factors. The amount of a fee award should be calculated by multiplying the lawyer's customary billing rate times the number of hours devoted to the case. Special factors not adequately reflected in the attorney's time and hourly rate, such as the quality of the work, unusual time constraints, an unusually unpopular cause, and the contingent nature of the fee can be used to adjust the amount of the award. If the attorney or the appropriate authority suggest special factors be considered to increase or decrease the total fee, the party urging such factors carries the burden of proving them. Any adjustment to the amount derived from multiplying the hourly rate by the number of compensable hours should also be identified in the determination and the basis carefully explained.

(3) Determining reasonable fees for union attorneys. Most Federal courts allow public interest law firms to recover "market value" fee awards. However, union attorneys have been distinguished from attorneys employed by public interest law firms in a number of cases. In these cases the award of fees to union attorneys has been limited to "actual expenses" incurred rather than the "market value" of the service rendered.

Consultation with appropriate legal counsel is particularly necessary with regard to the payment of reasonable fees for representation provided by union attorneys. The limitation of awards to "actual expenses" incurred is an issue being litigated in various forums. Consequently, it will be necessary to examine the state of the law at the time a request for an award to union attorneys is made in order to determine the proper rate at which fees should be paid.

Further, to avoid "double benefits to counsel," an attorney who secures a fee award should repay the client for any fees already received. Attorneys employed by unions or public interest organizations should repay their respective organizations for compensation already received and expenses accrued which would normally be included in an attorney's fee.

(4) Other Considerations. Attorney fees are allowable only for the services of members of the Bar, and for law clerks, paralegals or law students under the supervision of members of the Bar, except that no award is available for services of any employee of the Federal Government.

Allowable attorney fees may properly include reimbursement for counsel's out-of-pocket disbursements for incidental and necessary expenses incurred in furnishing effective and competent representation. However, such reimbursable expenses are limited to those reasonable out-of-pocket expenses incurred by the attorney which are normally charged to a fee-paying client in the course of providing legal services. Such recoverable expenses include paralegal expenses and travel and telephone costs.

Other costs, however, incurred or paid to a third person, not to appellant's attorney or to the organization which pays the attorney's salary, cannot reasonably be considered in awarding attorney fees. These non-recoverable costs include witness fees and expenses, investigation expenses, deposition expenses, and the cost of charts and maps. MSPB regulations reflect the prohibition of the award of costs other than to reimburse counsel or the organization which paid his/her salary, providing that witness fees shall be paid by the party requesting the presence of the witness (5 CFR 1201.37(b)(3)).

(5) Using the mode of analysis described above, the appropriate authority should identify the relevant factors and evaluate their impact on the hours and rate claimed and any other factors warranting adjustment of the result produced by rate times compensable hours. The particular facts and circumstances of the parties and attorneys will necessarily vary from case to case, but the method of determining a reasonable fee award should not vary. A reasoned analysis with factual support in the record is always required.

h. Review or appeal of attorney fees award. A determination concerning whether the payment of reasonable attorney fees is in the interest of justice and concerning the amount of any such payment shall be subject to review by or appeal to an appropriate authority only if provided for by statute or regulation.

S8–11. BACK PAY AND ATTORNEY FEES IN CASES INVOLVING AN ALLEGATION OF DISCRIMINATION

a. To obtain backpay or reasonable attorney fees in backpay cases under 5 U.S.C. 5596, the individual must be an employee who was affected by an unjustified or unwarranted personnel action that resulted in a loss of pay. Some backpay cases involving an allegation of discrimination meet these criteria. In such cases, there is not required the further finding that payment of reasonable attorney fees is "warranted in the interest of justice," which finding is required in cases other than discrimination brought under 5 U.S.C. 5596. Payment of reasonable attorney fees in discrimination cases that meet the criteria of 5 U.S.C. 5596 must be in accordance with the standards prescribed under section 706(k) of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e–5(k)). (See 5 CFR 550.806(e).)

b. Awards authorized under Title VII of the Civil Rights Act of 1964, as amended. Under Title VII of the Civil Rights Act of 1964 as amended (42 U.S.C. 2000e–16(b)), EEOC has authority to enforce Federal equal employment opportunity principles "through appropriate remedies, including reinstatement or hiring of employees with or without backpay, as will effectuate the policies of this section. . . ." The elements of a Title VII discrimination case differ from those of a backpay case under 5 U.S.C. 5596 in several respects. Under Title VII, the merits of the discrimination complaint do not have to be decided formally; the individual does not have to be an employee, but may be merely an applicant; and there need not be a loss of pay.

Regulations issued by EEOC now permit discrimination complaints to be adjusted informally, and such adjustments "may include an award of backpay, attorney's fees or other appropriate relief" (29 CFR 1613.217(a)). The basis for this regulation is the broad remedial nature of Title VII of the Civil Rights Act, which has been interpreted by the courts in such cases as *Shaw* v. *Library of Congress*, 479 F. Supp. 945 (D.D.C. 1979). In that case, the Library assumed that its authority to resolve discrimination complaints under Title VII was circumscribed by the provision of 5 U.S.C. 5596 prior to the backpay amendments of the CSRA. However the court held that—

> Title VII creates in the Library legal authority to award retroactive promotion with backpay to an employee who in good faith claims that he has suffered discrimination in employment *without formally deciding the merits of the discrimination charge*. (Emphasis added.)

It should be noted that Title VII and the EEOC regulations authorize remedial action in a broad range of cases, including those involving applicants for employment and those in which the act of discrimination did not result in a loss of pay. Thus, in any case involving an *applicant* for employment or in which there was *no* loss of pay, 5 U.S.C. 5596 does not apply, and remedial action, if any, must be taken under Title VII of the Civil Rights Act of 1964, as amended. Regardless of whether there was a loss of pay, when a request is made for payment of attorney fees the appropriate authority should examine the nature of the relationship between the appellant and counsel in order to determine that counsel will be the recipient of the award. The appropriate authority should ascertain that the award of the fee is made to the employee's attorney and not to the employee individually or to any organization which has paid the fee to counsel. (See S8–10 for further discussion on payment of attorney fees.)

Subchapter S9. Pay for Irregular or Intermittent Duty Involving Physical Hardship or Hazard

S9–1. INTRODUCTION

a. **Introduction.** This subchapter contains provisions of section 5545(d) of title 5, United States Code, relating to hazard pay for General Schedule employees. It also contains the related regulations of the Commission. The regulations are issued under the following authority in section 5548(b) of title 5, United States Code: "The Commission shall prescribe regulations necessary for the administration of section 5545(d) of this title."

b. **Purpose.**—*Regulation.* "*Purpose.* This subpart prescribes the regulations required by section 5545(d) and 5548(b) of title 5, United States Code, for the payment of differentials for irregular or intermittent duty involving unusual physical hardship or hazard to employees." (Section 550.901)

S9–2. COVERAGE

a. **Law.** "*The Commission shall establish a schedule or schedules of pay differentials for irregular or intermittent duty involving unusual physical hardship or hazard. Under such regulations as the Commission may prescribe, and for such minimum periods as it determines appropriate, an employee to whom chapter 51 and subchapter III of chapter 53 of this title applies is entitled to be paid the appropriate differential for any period in which he is subjected to physical hardship or hazard not usually involved in carrying out the duties of his position. However, the pay differential—*

"*(1) does not apply to an employee in a position the classification of which takes into account the degree of physical hardship or hazard involved in the performance of the duties thereof; and*

"*(2) may not exceed an amount equal to 25 percent of the rate of basic pay applicable to the employee.*" (5 U.S.C. 5545(d))

b. **General.** (1) *Employees.* The law and the Commission's regulations apply to all employees occupying positions subject to chapter 51 of title 5, United States Code. This includes full-time, part-time, and intermittent employees. The law and the Commission's regulations do not apply to wage employees or employees of the Postal Field Service.

(2) Hazard pay will be paid only for hazardous duty or duty involving physical hardship listed in appendix A to the regulations, at the rate designated. It is anticipated that there will be uniformity in payment of a hazard differential. Thus, if a duty is hazardous for employees of one agency, it will be hazardous for employees of another agency and a differential shall be paid, *unless* the employee is adequately protected from the hazard, or is already being paid for the hazardous duty through the classification of his position.

S9–3. DEFINITIONS

Regulation "*Definitions.* In this subpart: (a) *Agency* means an agency as defined in section 5102(a) of title 5, United States Code.

"(b) *Duty involving physical hardship* means a duty which may not in itself be hazardous but which causes extreme physical discomfort or distress and which is not adequately alleviated by protective or mechanical devices, such as a duty requiring exposure to extreme temperatures for a long period of time; a duty involving arduous physical exertion, such as a duty which must be performed in cramped conditions; a duty involving exposure to fumes, dust, or noise, which causes nausea, skin, eye, ear, or nose irritation.

"(c) *Employee* means an employee of an agency who is covered by chapter 51 of title 5, United States Code.

"(d) *Hazardous duty* means a duty performed under circumstances in which an accident could result in serious injury or death, such as a duty performed on a high structure where protective facilities are not used, or on an open structure where adverse conditions such as darkness, lightning, steady rain, or high wind velocity exist.

"(e) *Hazard pay differential* means additional pay for the performance of irregular or intermittent hazardous duty or duty involving physical hardship." (Section 550.902)

S9–4. ESTABLISHING HAZARD DIFFERENTIAL

a. **Regulation.** "*Establishment of hazard pay differentials.* (a) A schedule of hazard pay differentials, the hazardous duties or duties involving physical hardship for which they are payable, and the period during which they are payable is set out as appendix A to this subpart and incorporated in and made a part of this section.

"(b) Amendments to appendix A may be made by the Commission on its own motion or at the request of an agency. An agency shall submit with its request for an amendment of the appendix information about the hazardous duty or duty involving physical hardship showing (1) the nature of the duty, (2) the degree to which the employee is exposed to hazard or physical hardship, (3) the length of time during which the duty will continue to exist, and (4) the degree to which control may be exercised over the physical hardship or hazard, and may recommend the rate of hazard pay differential to be established." (Section 550.903)

b. **Contents of agency recommendation.** Because hazardous duty pay will be paid only for hazardous duty or duty involving physical hardship listed in appendix A, the regulations provide a method for making changes in the appendix. To recommend a change in the appendix, the agency shall submit its recommendation to the Bureau of Policies and Standards, giving details of the change and the circumstances that justifies the action. Agencies should take particular pains to identify the hazard or the hardship *clearly*. For example, if a proposed change involves flying, the description of the nature of the duty must be more than "test flights to collect measurement data." Before the Commission could consider such a proposal, we would have to know if the hazard results from close formation flying with another aircraft, from equipment aboard which affects control of the aircraft, from overload, etc. Failure to describe a hazard or hardship sufficiently will delay consideration of a proposed change in the schedule, because additional information will be requested of the agency.

S9–5. AUTHORIZATION TO PAY A HAZARD DIFFERENTIAL

a. **Regulation.** "*Authorization of hazard pay differential.* (a) An agency shall pay the hazard pay differential listed in appendix A to an employee who is assigned to and performs any irregular or intermittent duty specified in the appendix when that duty is not usually involved in carrying out the duties of his position. Hazard pay differential may not be paid an employee when the hazardous duty has been taken into account in the classification of his position.

"(b) For the purpose of this section:

"(1) 'Not usually involved in carrying out the duties of his position' means that even though the hazardous duty may be embraced within the employee's position description it is not performed with sufficient regularity to constitute an element in fixing the grade of the position.

"(2) 'Has been taken into account in the classification of his position' means that the duty constitutes an element used in establishing the grade of the position." (Section 550.904)

b. **Assigned duties.** Hazard pay will be paid only to those employees who are assigned hazardous duty or duty involving physical hardship for which a differential is authorized. The differential shall not be paid to a *volunteer*, that is, an employee who undertakes to perform a hazardous duty on his own, without proper authorization either expressed or implied.

S9–6. PAYMENT OF HAZARD DIFFERENTIAL

a. **Regulation.** "*Payment of hazard pay differential.* When an employee performs duty for which hazard pay differential is authorized, the agency shall pay him the hazard differential for the hours in a pay status on the day (calendar day or, to avoid problems involving uncommon tours of duty, and when designated by the the agency, a 24-hour period) on which the duty is performed. For purposes of this section hours in a pay status for work performed during a continuous period extending over two days shall be considered to have been performed on the day on which the work began and allowable differential shall be charged to that day." (Section 550.905)

b. **Method of computing hazard pay.** Section 550.905 provides that payment of a hazard pay differential shall be computed on the basis of the total number of hours an employee is in a pay status on the day on which hazardous duty or duty involving physical hardship is performed. Generally, *day* will be a calendar day; however, to avoid problems involving unusual tours of duty, agencies may use either a calendar day or a 24-hour period for determining the day on which hazardous duty is performed.

EXAMPLE: Assume the agency uses calendar days for computing hazard pay.

	Mon.	*Tues.*	*Wed.*	*Thurs.*	*Fri.*	*Total*
Regular tour	8 a.m. to 5 p.m.	8 a.m. to 5 p.m.	8 a.m. to 5 p.m.	8 a.m. to 5 p.m.	8 a.m. to 5 p.m.	40
Irregular tour	5 p.m. to 7 p.m.	11 p.m. to 12 p.m.	12:01 a.m. to 3 a.m.	11 p.m. to 12 p.m.	12:01 a.m. to 3 a.m.	10
Hazardous duty	3 p.m. to 4 p.m.	11 p.m. to 12 p.m.			1 a.m. to 2 a.m.	3
Hours payable	10	12	0	12	0	34

On Monday the employee's hazardous duty will be computed on the basis of 10 hours, the total number of hours worked that day.

On Tuesday the employee's hazardous duty will be computed on the basis of 12 hours because, for hazard pay purposes, the period of overtime which extended over two days is charged to the day on which the overtime began.

On Wednesday the employee performed no hazardous duty.

On Thursday the employee's hazardous duty will again be computed on the basis of 12 hours, because, although the hazardous duty actually occurred on Friday, a continuous period of work which extends over two days is charged to the day on which the work began.

On Friday the employee is not considered to have performed any hazardous duty.

Thus, for the week, the employee will be paid for 40 hours at straight time rates, 10 hours at overtime rates, and 34 hours hazard pay differential. If, for example, the employee's basic rate of pay is $2 per hour, his total pay would be ($2×40)+($3×10)+($0.50×34) =$127.

NOTE: Hazard pay is computed on the basis of hours in a pay status. If, in an 8-hour workday, the employee performs hazardous duty for one hour and is in a paid leave status for seven hours, his hazard pay will be computed on the basis of the eight hours. On the other hand, if he was in a nonpaid leave status for the seven hours, his hazard pay would be computed on the basis of one hour.

S9–7. LIMITATIONS ON USES OF HAZARD DIFFERENTIAL

a. **Termination of hazard differential.** (1) *Regulation.* "*Termination of hazard pay differential.* An agency shall discontinue payment of hazard pay differential to an employee when one or more of the conditions requisite for such payment ceases to exist in his case." (Section 550.906)

(2) *Safety devices.* The authority to pay a hazard differential for duties included in appendix A presupposes that adequate safeguards do not exist. When adequate safety precautions taken have reduced the degree of risk to a negligible level, an employee is not performing a duty described in appendix A, and, therefore, no differential is authorized.

b. **Relationship to other premium pay.** (1) *Regulation.* "Relationship to additional pay payable under other statutes. Hazard pay differential is in addition to any additional pay or allowances payable under other statutes. It shall not be considered part of the employee's rate of basic pay in computing additional pay or allowances payable under other statutes." (Section 550.907)

(2) *Relationship to additional pay.* Hazard pay is in addition to any additional pay or allowance to which the employee becomes entitled. It shall not, however, be used to compute any additional pay or allowance payable under another statute. If an employee is being paid a *retained rate*, that rate is his rate of basic pay for purposes of computing hazard pay. In addition, hazard pay differential is not subject to the limitation placed on premium pay by section 5547 of title 5, United States Code (this section limits other premium pay to an amount which will not cause total pay in any pay period to exceed the maximum rate for grade GS–15).

S9–8. SCHEDULE OF IRREGULAR OR INTERMITTENT DUTIES

a. **Schedule of pay differentials.** The Commission publishes a schedule of pay differentials listing hazardous duties and duties involving physical hardship (appendix A to subpart I of part 550 of the Commission's regulations). The schedule is prepared on the basis of information submitted by various agencies. The schedule is not designed to list hazards or hardships on the basis of occupations or for individual cases; it is a list of situations or duties which the Commission has found, on the basis of agency-supplied information, to meet criteria established in the definitions of *duty involving physical hardship* or *hazardous duty* in section 550.902 (b) and (d). As an aid to agencies, further details relating to particular hazards or hardships described in the schedule are in appendix E to book 550 of this supplement.

b. **Regulation.**

APPENDIX A. SCHEDULE OF PAY DIFFERENTIALS AUTHORIZED FOR IRREGULAR OR INTERMITTENT HAZARDOUS DUTY UNDER SUBPART I OF PART 550

Irregular or intermittent duty	*Rate of hazard pay differential*	*Effective date*
Exposure to hazardous weather or terrain:	*Percent*	
(1) *Work in rough and remote terrain.* When working on cliffs, narrow ledges, or near vertical mountainous slopes where a loss of footing would result in serious injury or death, or when working in areas where there is danger of rock falls or avalanches.	25	First pay period beginning after July 1, 1969.
(2) *Traveling under hazardous conditions.* (a) When travel over secondary or unimproved roads to isolated mountain top installations is required at night, or under adverse weather conditions (such as snow, rain, or fog) which limits visibility to less than 100 feet, when there is danger of rock, mud, or snow slides.	25	Do.
(b) When travel in the wintertime, either on foot or by means of vehicle, over secondary or unimproved roads or snow trails, in sparsely settled or isolated areas to isolated installations is required when there is danger of avalanches, or during "white-out" phenomenon which limits visibility to less than 10 feet.	25	Do.
(c) When work or travel in sparsely settled or isolated areas results in exposure to temperatures and/or wind velocity shown to be of considerable danger, or very great danger, on the windchill chart (appendix A-1), and shelter (other than temporary shelter) or assistance is not readily available.	25	Do.
(3) *Snow or ice removal operations.* When participating in snowplowing or snow or ice removal operations, regardless of whether on primary, secondary or other class of roads, when (a) there is danger of avalanche, or (b) there is danger of missing the road and falling down steep mountainous slopes because of lack of snow stakes, "white-out" conditions, or sloping ice-pack covering the snow.	25	Do.
(4) *Water search and rescue operations.* Participating as a member of a water search and rescue team in adverse weather conditions when winds are blowing at 35 m.p.h. (classified as gale winds) or in water search and rescue operations conducted at night.	25	Do.
(5) *Travel on Lake Pontchartrain.* (a) When embarking, disembarking or traveling in small craft (boat) on Lake Pontchartrain when wind direction is from north, northeast, or northwest, and wind velocity is over 15 knots; or	25	Do.
(b) When traveling in small craft, where craft is not radar equipped, on Lake Pontchartrain is necessary due to emergency or unavoidable conditions AND the trip is made in a dense fog under fog run procedures.	25	Do.
(6) *Hazardous boarding or leaving of vessel.* When duties (a), (b), or (c) are performed under adverse conditions of foul weather, or ice, or night and when the sea state is high (3 feet and above): (a) Boarding or leaving vessels at sea or standing offshore during lightering or personnel transfer operations.	25	First pay period beginning after May 7, 1970
(b) Boarding, leaving or transferring equipment between small boats or rafts and steep, rocky or coral surrounded shorelines.	25	Do.
(c) Transferring equipment between a small boat and rudimentary dock by improvised or temporary facility such as an unfastened plank leading from boat to dock.	25	Do.
(7) Conducting craft tests to determine seakeeping characteristics of small craft in a seaway when U.S. Storm Warnings normally indicate unsafe seas for a particular size craft.	25	First pay period beginning on or after October 1, 1972

APPENDIX A. SCHEDULE OF PAY DIFFERENTIALS AUTHORIZED FOR IRREGULAR OR INTERMITTENT HAZARDOUS DUTY UNDER SUBPART I OF PART 550—Continued

Irregular or intermittent duty	*Rate of hazard pay differential*	*Effective date*
Exposure to physiological hazards:	*Percent*	
(1)(a) *Pressure chamber subjects.* Participating as a subject in diving research tests which seek to establish limits for safe pressure profiles by working in a pressure chamber simulating diving or, as an observer to the test or as a technician assembling underwater mock-up components for the test, when the observer or technician is exposed to high pressure gas piping systems, gas cylinders, and pumping devices which are susceptible to explosive ruptures.	25	First pay period beginning after July 1, 1969
(b) *Working in pressurized sonar domes.* Performing checkout of sonar system after sonar dome has been pressurized. This may include such duties as changing transducer elements, setting of transducer turntables checking of cables, piping, valves, circuits, underwater telephone, and pressurization plugs.	8	First pay period beginning after February 16, →1975←
(c) *Working in nonpressurized sonar domes that are a part of an underwater system.* Performing certification of pretrial inspections, involving such duties as calibrating, adjusting, and photographing, and photographing equipment, in limited space and with limited egress.	4	Do.
(2) *Simulated altitude chamber subjects/observers.* Participating in simulated altitude studies ranging from 18,000 to 150,000 feet either as subject or as observer exposed to the same conditions as the subject.	25	First pay period beginning after July 1, 1969
(3) *Centrifuge subjects.* Participating as subject in centrifuge studies involving elevated G forces above the level of 5 G's whether or not at reduced atmospheric pressure.	25	Do.
(4) *Rotational flight simulator subject.* Participating as a subject in a rotational flight simulator in studies involving continuous rotation in one axis through 360° or in a combination of any axes through 360° at rotation rates greater than 15 r.p.m. for periods exceeding three minutes.	25	Do.
Exposure to hazardous agents, work with or in close proximity to:		
(1) *Explosive or incendiary materials.* Explosive or incendiary materials which are unstable and highly sensitive.	25	Do.
(2) *At-sea shock and vibration tests.* Arming explosive charges and/or working with, or in close proximity to, explosive armed charges in connection with at-sea shock and vibration tests of naval vessels, machinery, equipment and supplies.	25	Do.
(3) *Toxic chemical materials.* Toxic chemical materials when there is a possibility of leakage or spillage.	25	Do.
(4) *Fire retardant materials tests.* Conducting tests on fire retardant materials when the tests are performed in ventilation restricted rooms where the atmosphere is continuously contaminated by obnoxious odors and smoke which causes irritation to the eyes and respiratory tract.	25	Do.
(5) *Virulent biologicals.* Materials of micro-organic nature which when introduced into the body are likely to cause serious disease or fatality and for which protective devices do not afford complete protection.	25	Do.

APPENDIX A. SCHEDULE OF PAY DIFFERENTIALS AUTHORIZED FOR IRREGULAR OR INTERMITTENT HAZARDOUS DUTY UNDER SUBPART I OF PART 550—Continued

Irregular or intermittent duty	*Rate of hazard pay differential*	*Effective date*
Participating in liquid missile propulsion tests and certain solid propulsion operations:	*Percent*	
(1) *Tanking and detanking.* Tanking or detanking operations of a missile or the test stand "run" bottles with liquid propellants.	25	Do.
(2) *Hoisting a tanked missile.* Hoisting a tanked missile or a solid propellant propulsion system into and/or over the test stand.	25	Do.
(3) *Pressure tests.* Pressure tests on loaded missiles, missile tanks, or run bottles during prefire preparations.	25	Do.
(4) *Test stand tests.* Test stand operations on loaded missiles under environmental conditions where the high or low temperatures could cause a failure of a critical component.	25	Do.
(5) *Disassembly and breakdown.* Disassembly and breakdown of a contaminated missile system or test stand plumbing after test.	25	Do.
(6) *"Go" condition test stand work.* Working on any test stand above the 50-foot level or any stand work while the system is in a "go" condition.	25	Do.
(7) *Arming and dearming propulsion systems.* Arming, dearming or the installation and/or removal of any squib, explosive device, or a component thereof connected to, or part of, any live or potentially expended liquid or solid propulsion system.	25	Do.
(8) *Demolition and destruct tests.* Demolition, hazards classification, or destruct type tests where the specimen is nonstandard and/or unproven and the test techniques do not conform to standard or proven procedures.	25	Do.
Work in fuel storage tanks:		
When inspecting, cleaning or repairing fuel storage tanks where there is no ready access to an exit, under conditions requiring a breathing apparatus because all or part of the oxygen in the atmosphere has been displaced by toxic vapors or gas, and failure of the breathing apparatus would result in serious injury or death within the time required to leave the tank.	25	First pay period beginning after July 1, 1969
Firefighting:		
(1) *Forest and range fires.* Participating as a member of a firefighting crew in fighting forest and range fires on the fireline.	25	Do.
(2) *Equipment, installation, or building fires.* Participating as an emergency member of a firefighting crew in fighting fires of equipment, installations, or buildings.	25	Do.
(3) *In-water under-pier firefighting operations.* Participating in in-water under-pier firefighting operations (involving hazards beyond those normally encountered in firefighting on land, e.g., strong currents, cold water temperature, etc.).	25	Do.
→**Hot work:**		
Working in confined spaces wherein the employee is subject to temperatures in excess of 110 degrees Fahrenheit.	4	First pay period beginning after February 16, 1975←

APPENDIX A. SCHEDULE OF PAY DIFFERENTIALS AUTHORIZED FOR IRREGULAR OR INTERMITTENT HAZARDOUS DUTY UNDER SUBPART I OF PART 550—Continued

Irregular or intermittent duty	*Rate of hazard pay differential*	*Effective date*
Work in open trenches:	*Percent*	
Work in an open trench 15 feet or more deep until proper shoring has been installed.	25	First pay period beginning after July 1, 1969.
Underground work:		
Work underground performed in the construction of tunnels and shafts, and the inspection of such underground construction, until the necessary lining of the shaft or tunnel has eliminated the hazard.	25	Do.
Underwater duty:		
(1) *Submerged submarine or deep research vehicle.* Duty aboard a submarine or deep research vehicle when it submerges.	25	Do.
(2) *Diving.* Diving, including SCUBA (Self-Contained Underwater Breathing Apparatus) diving, required in scientific and engineering pursuits, or search and rescue operations, when: (a) At a depth of 20 feet or more below the surface; or, (b) Visibility is restricted; or, (c) In rapidly flowing or cold water; or, (d) Vertical access to the surface is restricted by ice, rock, or other structure; or, (e) Testing or working with hardware which presents special hazards (such as work with high voltage equipment or work with underwater mockup components in an underwater space simulation study).	25	Do.
Sea duty aboard deep research vessels:		
Participating in sea duty wherein the team member is engaged in handling equipment on or over the side of the vessel when the sea-state is high (12-knot winds and 3-foot waves) and the work is done on deck in relatively unprotected areas.	25	Do.
Collection of aircraft approach and landing environmental data:		
When operating or monitoring camera equipment adjacent to flight deck in the area of maximum hazard during landing sequence while conducting photographic surveys aboard aircraft carriers during periods of heavy aircraft operations.	25	Do.
Experimental landing/recovery equipment tests:		
Participating in tests of experimental or prototype landing and recovery equipment where personnel are required to serve as test subjects in spacecraft being dropped into the sea or laboratory tanks.	25	Do.
Land impact or pad abort of space vehicle:		
Actual participation in dearming and safing explosive ordnance, toxic propellant and high pressure vessels on vehicles that have land impacted or on vehicles on the launch pad that have reached a point in the countdown where no remote means are available for returning the vehicle to a safe condition.	25	Do.
High work:		
Working on any structure of at least 50 feet above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity.	25	Do.

APPENDIX A. SCHEDULE OF PAY DIFFERENTIALS AUTHORIZED FOR IRREGULAR OR INTERMITTENT HAZARDOUS DUTY UNDER SUBPART I OF PART 550—Continued

Irregular or intermittent duty	*Rate of hazard pay differential*	*Effective date*
Flying, participating in:	*Percent*	
(1) *Pilot proficiency training.* Flights for pilot proficiency training in aircraft new to the pilot under simulated emergency conditions which parallel conditions encountered in performing flight tests.	25	First pay period beginning after July 1, 1969.
(2) *Delivery of new aircraft for flight testing.* Flights to deliver aircraft which has been prepared for one time flight without being test flown prior to delivery flight.	25	Do.
(3) *Test flights of new, modified, or repaired aircraft.* Test flights of a new or repaired aircraft or modified aircraft when the modification may affect the flight characteristics of the aircraft.	25	Do.
(4) *Reduced gravity—parabolic arc flights—subjects/observers.* Reduced gravity flight testing in an aircraft flying a parabolic flight path and providing a testing environment ranging from weightlessness up through +2 gravity conditions.	25	Do.
(5) *Launch and recovery.* Test flights involving launch and recovery aboard an aircraft carrier.	25	Do.
(6) *Limited control flights.* Flights undertaken under unusual and adverse conditions (such as extreme weather, maximum load or overload, limited visibility, extreme turbulence, or low level flights involving fixed or tactical patterns) which threaten or severly limit control of the aircraft.	25	Do.
(7) *Flight tests of expandable aircraft tires.* Landing to test aircraft tires designed to deflate upon retraction, undertaken to appraise the normal deflate-reinflate cycle and also to evaluate the capability to make a satisfactory landing with the tires deflated.	25	Do.
(8) *Landing and taking-off in polar areas.* Landing in polar areas on unprepared snow or ice surfaces and/or taking off under the same conditions.	25	Do.
Experimental parachute jumps:		
Participating as a jumper in field exercises to test and evaluate new types of jumping equipment and/or jumping techniques.	25	Do.
Ground work beneath hovering helicopter:		
Participating in ground operations to attach external load to helicopter hovering just overhead.	25	Do.
→ **Sling-suspended transfers:**		
When performance of duties requires transfer from a helicopter to a ship via a sling on the end of a steel cable or from a ship to another ship via a chair harness hanging from a high-line between the ships when both vessels are underway.	25	First pay period beginning after Oct. 11, 1969.
Carrier suitability trials aboard aircraft carriers:		
Participating in carrier suitability trials aboard aircraft carriers when work is performed on the flight deck during launch, recovery, and refueling operations.	25	Do.
Cargo handling during lightering operations:		
Off-loading of cargo and supplies from surface ships to Landing Craft-Medium (LCM) boats involving exposure not only to falling cargo but such other hazards as shifting cargo within the LCM, swinging cargo hooks, and possibility of falling between the LCM and cargo vessel.←	25	Do.

APPENDIX A. SCHEDULE OF PAY DIFFERENTIALS AUTHORIZED FOR IRREGULAR OR INTERMITTENT HAZARDOUS DUTY UNDER SUBPART I OF PART 550—Continued

Irregular or intermittent duty	*Rate of hazard pay differential*	*Effective date*
	Percent	
→**Working in unsafe structures**: Working within or immediately adjacent to a building or structure which has been severely damaged by earthquake, fire, tornado, flood, or similar cause, when the structure has been declared unsafe by competent technical authority, and when such work is considered necessary for the safety of personnel or recovery of valuable materials or equipment, and the work is authorized by competent authority.	25	First pay period beginning or on after April 11, 1976.←

WINDCHILL CHART

Wind Speed (MPH)	Local temperature (°F)										
	32	23	14	5	−4	−13	−22	−31	−40	−49	−58
Calm	32	23	14	5	−4	−13	−22	−31	−40	−49	−58
5	29	20	10	1	−9	−18	−28	−37	−47	−56	−65
10	18	7	−4	−15	−26	−37	−48	−59	−70	−81	−92
15	13	−1	−13	−25	−37	−49	−61	−73	−85	−97	−109
20	7	−6	−19	−32	−44	−57	−70	−83	−96	−109	−121
25	3	−10	−24	−37	−50	−64	−77	−90	−104	−117	−130
30	1	−13	−27	−41	−54	−68	−82	−97	−109	−123	−137
35	−1	−15	−29	−43	−57	−71	−85	−99	−113	−127	−142
40	−3	−17	−31	−45	−59	−74	−87	−102	−116	−131	−145
45	−3	−18	−32	−46	−61	−75	−89	−104	−118	−132	−147
50	−4	−18	−33	−47	−62	−76	−91	−105	−120	−134	−148

Little danger | Considerable danger | Very great danger

For properly clothed persons

Danger from freezing of exposed flesh

(Appendix A, subpart I, part 550)

Appendix A. Advance Payments And Evacuation Payments—Agency Regulations

These regulations are prescribed by the Commission for use by agencies in the executive branch of the Federal Government.

General

SEC. 101. **Purpose.** These regulations govern the authority and procedures for making payments to employees or their dependents, or both, who are evacuated from or within the areas described in section 103(b) of these regulations for military or other reasons which create imminent danger to their lives.

SEC. 102. **Authority.** These regulations are issued under the authority contained in

(a) Section 5527 of title 5, United States Code;

(b) Executive Order 10982 issued December 25, 1961; and

(c) Regulations of the United States Civil Service Commission (5 CFR 550.401, et seq.).

SEC. 103. **Coverage.** (a) *Employees covered.* These regulations apply to (1) civilian employees who are United States citizens or who are United States nationals, (2) to civilian employees who are not citizens or nationals of the United States but who were recruited with a transportation agreement which provides return transportation to the area from which recruited, and (3) to aliens hired in the United States when they are assigned to posts of duty in the areas included in paragraph (b) of this section.

(b) *Locations.* These regulations apply to evacuations from, or within, the United States (including the District of Columbia), the Commonwealth of Puerto Rico, the Canal Zone, and any territory or possession of the United States (excluding the Trust Territory of the Pacific Islands). [When an agency adopts these regulations for use only in specified localities, this paragraph will read: "These regulations apply to evacuations from, or within (fill in the names of the localities to be covered)."]

(c) *Evacuations.* These regulations do not apply to evacuations occasioned by a natural disaster occurring within the 48 contiguous States or the District of Columbia.

SEC. 104. **Entitlement.** (a) Employees and their dependents shall be entitled to be paid only if they meet the requirements of these regulations.

(b) Entitlement to payment shall cease on the date when the employee is determined to be covered by the Missing Persons Act (50 App. U.S.C. 1001 et seq.), unless payment is earlier terminated under these regulations.

SEC. 105. **Definitions.** As used in these regulations, the following terms are defined as follows:

(a) *Advance payment* means the monetary amount payable to an evacuated employee in advance of the date on which the employee would otherwise be entitled to be paid.

(b) *Day* means calendar day except when otherwise specified.

(c) *Dependent* means a relative of the employee residing with the employee and dependent on the employee for support.

(d) *Designated representative* means a person 16 years of age or over who is named by an employee for the purpose of caring for a dependent.

(e) *Evacuated employee* means an employee who is evacuated from his post of assignment or who is at the evacuated post but cannot be evacuated for reasons beyond his control.

(f) *Evacuation payment* means the monetary amount payable to an employee, his dependents, or designated representative during a period of evacuation.

(g) *Monetary amount* is the net amount of pay (including any allowances or post differentials) due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable.

(h) *Safe haven post* means a post designated as the post to which the employee or his dependents will be evacuated, or means a post to which the employee or his dependents are actually evacuated.

(i) *Special allowance* means an additional allowance payment to offset the direct added expenses incident to an evacuation.

Sec. 106. **Order of evacuation.** For purposes of these regulations, an order of evacuation is either an oral or written order to evacuate a post of assignment or an area in which the post of assignment is located.

Advance Payments

Sec. 110. **Entitlement to advance payment.** An evacuated employee may be paid an advance payment when in the opinion of the authorizing officer payment is required to help the employee defray the immediate expenses incident to his evacuation or the evacuation of his dependents.

Sec. 111. **Rate of advance payment.** The advance payments shall be based on the rate of pay (including any allowances or post differential) to which he was entitled immediately prior to the issuance of the order of evacuation.

Sec. 112. **Amount of advance payment.** The amount of the advance payment is the monetary amount covering a period of not to exceed 30 days or a lesser number of days as determined appropriate by the authorizing officer.

Sec. 113. **Computation of advance payment.** Computation of the amount of the advance payment as prescribed by section 112 shall be made as follows:

(a) For full-time and regular part-time employees, the amount of advance payment shall be computed on the basis of the number of regularly scheduled workdays that will occur during the period as determined under section 112.

(b) For intermittent employees, the amount of advance payment shall be computed on the basis of the number of days on which the employee would be expected to work during the period as determined under section 112. The number of days shall be determined, whenever possible, by approximating the number of days per week normally worked by the employee during an average six weeks period.

Sec. 114. **To whom paid.** The advance payments may be paid to the employee, an adult dependent (that is, one 16 years of age or over), or a designated representative. When these payments are made to other than the employee, prior written authorization must have been given by the employee.

Sec. 115. **When paid.** The advance payment may be made at any time after the order of evacuation is given, but not later than the expiration of 30 days after the effective date of the evacuation.

Sec. 116. **Recovery.** (a) *General requirements.* After an employee's account is reviewed as required by section 144 of these regulations, and it is found that the employee is indebted for any part of the advance payment made to him, his dependents, or designated representative, recovery of the indebtedness will be effected by the payroll office having jurisdiction over the employee's account unless a waiver of recovery has been approved. Repayment of the indebtedness may be made either in full or in partial payments as agreed upon by the payroll officer and the employee.

(b) *Waiver of recovery.* Recovery of indebtedness for advance payment shall not be required when it is determined by ________________[1] that the recovery would be against equity and good conscience, or against the public interest. Findings which formed the basis for waiver of recovery shall be filed in the employee's personnel folder on the permanent side.

---

[1] **Insert the name of the head of the agency or his authorized delegate.**

Evacuation Payments

SEC. 120. **Rate of evacuation payment.** An employee's evacuation payment is computed on the rate of pay (including allowances or post differentials) to which he was entitled immediately prior to the issuance of the order of evacuation.

SEC. 121. **Duration of evacuation payments.** Evacuation payments shall be made to an evacuated employee, an adult dependent (that is, one 16 years of age or over), or his designated representative during the period of time (but not to exceed 180 days) in which the order of evacuation remains in effect, unless earlier terminated under these regulations. When the evacuation is ordered, a report will immediately be submitted to ______________[1] and will contain the following information:

(a) Expected duration of the evacuation;
(b) Number of evacuated employees;
(c) Feasibility of officially reassigning evacuated employees to other positions;
(d) Number and kinds of evacuated employees needed to reactivate the post from which evacuated; and
(e) Any other facts or circumstances which may aid in determining whether evacuation payments are necessary beyond the first 60 days of the period of evacuation.

A similar report will be made after the expiration of 45 days of evacuation. Upon receipt of this report, a determination will be made as to the number of evacuated employees who will be required to be retained as the civilian staff available for the performance of duty and for whom evacuation payments may be continued beyond the first 60 days of the period of evacuation. As soon as this determination is made, the post will be instructed as to the number of evacuated employees who may continue to receive evacuation payments and the duration of the period for which such payments will continue. When the extension thus granted is less than 120 additional days, and the evacuation lasts beyond the approved period for continuation of the evacuation payments, approval for continuation of evacuation payments up to the full 120 additional days must be secured from ______________.[1]

SEC. 122. **Computation and payment of evacuation payments.** (a) Insofar as practicable, evacuation payments shall be paid on the employee's regular pay days, and computed as follows:

(1) For full-time and regular part-time employees, the amount of the evacuation payment shall be computed on the basis of the employee's regularly scheduled workweek.
(2) For intermittent employees, the amount of the evacuation payment shall be computed, whenever possible, by approximating the number of days per week normally worked by the employee during an average six weeks period.

(b) When the employee is evacuated, the amount of allowances and post differentials which may be due shall be computed in accordance with the applicable provisions of part 591 of the Commission's regulations (chapter III of title 5 of the Code of Federal Regulations, 5 CFR 591, et. seq.).

SEC. 123. **To whom paid.** Evacuation payments may be paid to the employee, an adult dependent (that is, one 16 years of age or over), or a designated representative. When payment is made to other than the employee, prior written authorization must have been given by the employee.

SEC. 124. **Relationship between advance payment and evacuation payment.** When an advance payment has been made to or for the account of the employee, the amount of the advance payment shall not diminish the amount of the evacuation payments which would otherwise be due the employee.

SEC. 125. **Work assignments for evacuated employees.** (a) Evacuated employees at safehaven posts may be assigned to perform any work considered as necessary or required to be performed during the period of the evacuation without regard to the grades or titles of the employees.

---

[1] Insert the name of the head of the agency or his authorized delegate.

(b) Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

(c) When part-time employees, either regular or intermittent, are given assigned work at the safe haven post, records of the number of hours worked will be maintained so that payment may be made for any hours of work which are greater than the number of hours on which evacuation payments are computed.

Special Allowances

Sec. 130. **Purpose of special allowances.** Special allowances are paid to evacuated employees to offset any direct added expenses which are incurred by the employee as a result of his evacuation or the evacuation of his dependents.

Sec. 131. **Determining direct added expenses.** In determining the direct added expenses which may be payable as special allowances under these regulations, the following items shall be considered:

(a) *Travel expenses.* The travel expenses and per diem for the evacuated employee and the travel expenses for his dependents shall be determined in accordance with the Standardized Government Travel Regulations issued by the Bureau of the Budget and implementing travel regulations. In addition, per diem is authorized for dependents of the evacuated employee at a rate which is equal to the rate payable to the employee, as determined in accordance with the Standardized Government Travel Regulations (except that the rate for dependents under 11 years of age shall be one-half this rate). Per diem for the employee and his dependents will be payable from the date of departure from the evacuation post through the date of arrival at the safe haven post, including any period of delay enroute which is beyond the evacuee's control or which may result from evacuation travel arrangements. After arrival at a safe haven post, subsistence expenses are authorized under paragraph (b).

(b) *Subsistence expenses.* Unless otherwise directed by the U.S. Civil Service Commission, subsistence expenses for the evacuated employee or his dependents shall be determined at applicable per diem rates for the safe haven post or for a station other than the safe haven post which has been approved by appropriate authority. Such subsistence expenses shall begin to be paid on the date following arrival and may continue until terminated under these regulations. The subsistence expenses shall be computed on a daily rate basis, as follows:

(1) The applicable maximum per diem rate for the employee and each dependent who is 11 years of age or over; and one-half such rate for each dependent under 11 years of age. This prescribed maximum rate shall be paid for a period *not to exceed* the first 30 days of evacuation.

(2) After expiration of the 30-day period and if the evacuation has not been terminated, the per diem rate shall be computed at 60 percent of the rates prescribed in subparagraph (1) until a determination is made by competent authority that subsistence expenses are no longer authorized but not to exceed 180 days after the evacuation.

(3) The daily rate of the subsistence expense allowance actually paid an employee shall be either the maximum rate determined in accordance with subparagraphs (1) and (2) above, or a lower rate if, in the judgment of the authorizing officer, such lower rate would be more in keeping with the employee's or his dependents' necessary living expenses.

Payment of the subsistence expenses provided under this paragraph shall be decreased by the applicable per person amount for any period during which the employee is authorized regular travel per diem in accordance with Standardized Government Travel Regulations, and implementing travel regulations.

General Provisions

Sec. 140. **Designation of safe haven post.** A safe haven post shall be selected as far in advance of any actual, or possible, evacuation as practicable, and employees will be notified of the designated safe haven post to which it is expected that they and their dependents will be evacuated in any emergency requiring evacuation. Alternate safe haven posts may be designated when considered necessary.

Sec. 141. **Payment procedure.** Payment of advance payments and evacuation payments and any required adjustments thereof will be made in accordance with procedures approved by ________________.[1]

Sec. 142. **Termination of payments.** Entitlement to advance or evacuation payments during an evacuation shall cease when:

(a) The evacuated employee is assigned to another duty station outside the evacuation area;

(b) He abandons or is otherwise separated from his position; or

(c) His employment is terminated by his transfer to retirement rolls or other type of annuity based on cessation of civilian employment, or

(d) He resumes his duties at the post from which he had been evacuated.

Sec. 143. **Return to assignment.** Not later than the expiration of 180 days after the date of evacuation, or when the emergency or evacuation situation is terminated, whichever is the earlier, an employee must be returned to his regular post of assignment, or appropriate action must be taken to reassign him to another post. This action must be taken in accordance with prescribed civil service procedures.

Sec. 144. **Review—employee accounts.** (a) The payroll office having jurisdiction over the employee's accounts shall review his accounts at the earliest possible date after the evacuation is terminated, or earlier if the circumstances justify, or after the employee returns to his assigned post of duty, or when the employee is reassigned officially to another post.

(b) For the period or periods covered by any payments under these regulations, the employee shall be considered as though he had rendered active Federal service in his regular position without a break in service. His pay shall be adjusted on the basis of the rates of pay, and allowances or post differentials, if any, to which he would otherwise have been entitled under all applicable statutes other than section 5527 of title 5, United States Code. Any adjustments in his accounts shall also reflect payments made to the employee as authorized by sections 110 through 116 of these regulations.

Sec. 145. **Employees of other agencies.** When either advance payments, evacuation payments, or special allowances are paid to, or for the account of, an employee of another agency, the employee's payroll office will be notified immediately of the amount of the payment, the kind of payment made, and to whom the payment was made.

---

[1] Insert the name of the head of the agency or his authorized delegate.

Appendix B. Agencies Having Approved Agency Regulations for Advance and Evacuation Payments Under Section 5527 of Title 5, United States Code, and Executive Order 10982

Agency	*Area*
Agency for International Development	United States area [1]
Atomic Energy Commission	Do.
Agriculture, Department of	Do.
American Battle Monuments Commission	Washington, D.C. metropolitan area
Civil Service Commission	United States area
Commerce, Department of	Do.
Defense, Department of	Do.
District of Columbia, government of the	Do.
Export-Import Bank of Washington	Do.
Farm Credit Administration	Do.
Federal Coal Mine Safety Board of Review	United States (including the District of Columbia)
Federal Communications Commission	United States area
Federal Power Commission	United States (including the District of Columbia)
Federal Trade Commission	Do.
General Accounting Office	United States area
→Government Printing Office	Do.←
General Services Administration	Do.
Health, Education, and Welfare, Department of	Do.
Housing and Urban Development, Department of	Do.
Interior, Department of the	Do.
Interstate Commerce Commission	Do.
Justice, Department of	Do.
Labor, Department of	Do.
National Aeronautics and Space Administration	Do.
National Science Foundation	Do.
Panama Canal Company	United States (including the District of Columbia) and the Canal Zone

---

[1] See footnote on next page.

Agency	*Area*
Peace Corps	United States area[1]
Railroad Retirement Board	Forty-eight contiguous States and the District of Columbia
Saint Lawrence Seaway Development Corporation	United States area
Selective Service System	United States (including the District of Columbia), the Commonwealth of Puerto Rico, and the Virgin Islands
Small Business Administration	United States area
Subversive Activities Control Board	United States (including the District of Columbia)
Transportation, Department of	United States area
Treasury Department	Do.
United States Information Agency	Do.
Veterans Administration	Do.

---

[1] "United States area" includes the United States (including the District of Columbia), the Commonwealth of Puerto Rico, the Canal Zone, and Territories and Possessions of the United States (exclusive of the Trust Territory of the Pacific Islands).

Appendix C. Payroll Withholding Authorization Forms

PAYROLL WITHHOLDING AUTHORIZATION FOR VOLUNTARY CHARITABLE CONTRIBUTIONS

19__ NATIONAL CAPITAL AREA
COMBINED FEDERAL CAMPAIGN
P.O. Box 1526
Washington, D.C. 20013

NAME	(First Name)	(Initial)	(Last Name)	IDENTIFICATION NO.
AGENCY	BUREAU OR OFFICE			LOCATION

FILL IN BLANK BOX OR CHECK BOX SHOWING THE AMOUNT OF YOUR ALLOTMENT

Minimum amount for use of payroll withholding is 50¢ each pay day if paid every two weeks or twice monthly; $1.00 if paid monthly. The amount indicated by military personnel will be the monthly amount to be deducted as an allotment from pay.

$ ____ ☐ $5.00 ☐ $4.00 ☐ $3.00 ☐ $2.00 ☐ $1.00 ☐ $0.75 ☐ $0.50

I hereby authorize the above-named agency or any other agency of the U.S. Government by which I may be employed during 19__ to deduct the amount shown above from my pay each pay period during calendar year 19__, starting with the first period beginning in January 19__ and ending with the last pay period which begins in December, provided that the amounts so deducted shall be remitted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

Date..........................

Contributor's Signature..........................

FOR AGENCY USE ONLY

1	2	3

TO FEDERAL PAYROLL OFFICES—If the contributor moves to the jurisdiction of another payroll office before 19__, this authorization should be forwarded.

CSC Form 804 June 1966

IDENTIFICATION NO.	NAME
1	2
3	
INSTALLATION OR AGENCY	

19__ SAN ANTONIO AREA
COMBINED FEDERAL CAMPAIGN
(Address)

PAYROLL WITHHOLDING AUTHORIZATION FOR VOLUNTARY CHARITABLE CONTRIBUTIONS

Minimum amount for use of payroll withholding is 50¢ each pay day if paid every two weeks or twice monthly; $1.00 if paid monthly. The amount indicated by military personnel will be the monthly amount to be deducted as an allotment from pay.

FILL IN BLANK BOX OR CHECK BOX SHOWING THE AMOUNT OF YOUR ALLOTMENT

$ ____ ☐ $5.00 ☐ $4.00 ☐ $3.00 ☐ $2.00 ☐ $1.00 ☐ $0.75 ☐ $0.50

I hereby authorize the above-named agency or any other agency of the U.S. Government by which I may be employed during 19__ to deduct the amount shown above from my pay each pay period during calendar year 19__, starting with the first period beginning in January 19__ and ending with the last pay period which begins in December, provided that the amounts so deducted shall be remitted to the combined Federal campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

DATE ____________ CONTRIBUTOR'S SIGNATURE ____________________

FOR AGENCY USE ONLY

4	5	6

TO FEDERAL PAYROLL OFFICES—If the contributor moves to the jurisdiction of another payroll office before 19__, this authorization should be forwarded.

CSC Form 804-A June 1966

Appendix D. Agency Severance

Summary of Payment Responsibility

[NOTE: Use this table when a former employee of the Federal Government or the District of Columbia is reemployed after a break in service of less than one year.]

Type of Reemployment	*Losing (Paying) Agency*	*Reemploying Agency*
Appointment without time limitation (without a break in service or after a break in service of less than one year).	1. Upon notice of reemployment, discontinue severance pay payments. 2. Release the employee's Official Personnel Folder to the employing agency.	1. Determine whether employee is receiving or is entitled to receive severance pay (by wire, by phone, by review of available SF 50, by sending an SF 75). 2. Notify losing agency of reemployment. 3. Request Official Personnel Folder. 4. Note that severance pay was discontinued on appointment SF 50. 5. Record number of weeks severance pay already paid on appointment SF 50.
Part-time, full-time, or intermittent time-limited appointment for *more* than one year after more than a 3-day break in service.	1. Upon notice of reemployment, discontinue severance pay payments. 2. Release the employee's Official Personnel Folder to the employing agency.	1. Determine whether employee is receiving severance pay (as above). 2. Notify losing agency of reemployment. 3. Request Official Personnel Folder. 4. Note that severance pay was discontinued on appointment SF 50. 5. Record number of weeks severance pay already paid on appointment SF 50.

Summary of Payment Responsibility—Continued

Type of Reemployment	*Losing (Paying) Agency*	*Reemploying Agency*
Full-time time-limited appointment for one year or less after more than a 3-day break in service. Part-time or intermittent time-limited appointment for one year or less before or after a 3-day break in service.	1. Upon notice of reemployment, interrupt (postpone) the payment of severance pay. 2. Retain Official Personnel Folder. 3. Upon notice of termination of reemployment, complete payment of the severance pay previously computed. 4. Upon completion of payments, release the Official Personnel Folder to the National Personnel Records Center or any subsequent reemploying agency after amending the separation SF 50 to indicate the interruption that occurred.	1. Determine whether employee is receiving severance pay (as above). 2. Notify losing agency of reemployment by phone or wire, confirm by SF 50, and note on the appointment SF 50 that severance pay was postponed by the losing agency until the termination of the appointment. 3. Upon termination of the appointment, notify the losing agency by SF 50 noting that "severance pay payments are to be resumed by the losing agency."
Full-time time-limited appointment without a break in service or after a break in service of three days or less.	1. Upon notice of reemployment, do not begin severance pay payments. 2. Retain Official Personnel Folder. 3. Upon notice of termination of reemployment, recompute severance pay based on new age and new service and begin payments. 4. Amend the separation SF 50 to indicate the reemployment and recomputation. 5. Upon full payment of the severance pay earned, release the Official Personnel Folder to the National Personnel Records Center or any subsequent reemploying agency.	1. Determine whether employee is entitled to receive severance pay (as above). 2. Notify losing agency of reemployment by phone or wire, confirm by SF 50, and note on appointment SF 50 that the employee "retains severance pay entitlement." 3. Upon termination of the appointment, notify the losing agency by SF 50 noting that "severance pay payments are to be commenced by the losing agency." 4. Also note that severance pay is to be recomputed by the losing agency.

Appendix E. Background Information on Appendix A to Part 550

The material in this appendix is intended to serve as an aid to agencies in determining what situations a hazardous duty described in appendix A to part 550 covers. This material reflects some of the facts the Commission considered in making its determination to authorize a hazard differential, and we hope that it will serve better to identify the nature of the hazard the differential is intended to compensate.

Exposure to Hazardous Weather or Terrain

a. **Work in rough and remote terrain.** Removing injured people from remote and inaccessible spots at high altitudes, often in conditions of high wind, extreme cold, limited visibility, and with sheer drops of thousands of feet, is typical of the unusual risks contemplated.

b. **Traveling under hazardous conditions.** These unusual hazards arise from the need to maintain and supply isolated installations. Because of the urgency of the situation, control over the hazard is reduced.

(c) **Snow or ice removal operations.** Dangers of avalanche or of missing the road are likely to occur at almost any time between December and May in our mountainous Western parks; when the conditions described persist, the degree of exposure is 100 percent. The danger of avalanche is always increased during snow removal operations by virtue of the sound waves from the noise created by the snowplow or bulldozer itself setting off the avalanche. Snow stakes may be missing or entirely covered by the snow. The snowplow operator must also contend with the white-out phenomenon and must rely solely on his vision to keep him oriented to his surroundings. Sometimes, the ice fields which form on the road can build to heights of 10 to 20 feet, and can be described as a sloping skating rink.

(d) **Water search and rescue operations.** High winds or lack of visibility increases the danger of swamping or collision when working close to a distressed craft. The length of exposure could be up to several hours on any occasion and missions occur a dozen or more times annually at most of our water-oriented recreation areas.

(e) **Travel on Lake Pontchartrain.** A VORTAC (i.e., a very high frequency omnidirectional range and tactical air navigation aid, located in a single building) facility serves as an en route navigational aid and as a critical approach aid to both Moisant and Lake Front Airports, which are located near New Orleans. An outage of the facility may result in traffic delays at either airport as well as rerouting other traffic.

Lake Pontchartrain is a shallow water lake, with an average depth of 15 feet. This lake is considered treacherous by the Coast Guard and other persons affiliated with inland water navigation and, in fact, is considered one of the most treacherous bodies of water in the United States. Wave action, stirred up by the winds, does not come from one direction only, but from several directions at once. When winds on Lake Pontchartrain reach 15 knots or higher from the north, northeast, or northwest, travel by small craft (Coast Guard regulations define small craft as 60 feet and under) to and from the New Orleans (Moisant VORTAC) facility becomes arduous.

Boat Is Seaworthy

Travel to the facility is made in a 38-foot crew boat, which is capable of withstanding all types of seas occurring on Lake Pontchartrain. However, travel to and from the VORTAC facility must be made by passing under the Lake Pontchartrain Causeway (bridge). During periods of calm seas, the boat can pass under the causeway at any point, but during rough seas, the boat must pass under a hump in the causeway located three miles from the south shore. This is necessary so that the top of the boat will not strike the causeway when riding upon a wave. Passing under the hump is hazardous because the winds tend to drive the boat in one direction, and the wave action tends to drive the boat in another. Travel is naturally more hazardous when conducted at night or in fog.

Upon reaching the facility, a technician must disembark onto a landing dock. There are two ways to disembark from the boat. One is by grabbing a handline that is hung from a pipe structure and stepping from the boat to the landing dock. The other method is by means of a hoist that is electronically controlled by radio.

Maneuvering Becomes Difficult

During rough seas the landing dock is always wet and slippery. With a north wind the handline is blown toward the boat, thereby reducing the distance the technician must reach for the handline. Maneuvering the boat under these conditions becomes quite difficult. When the sea is too rough for the boat to get close enough to the dock for the employee to disembark, the hoist is used. It is lowered and maneuvered over the boat so that the technician can swing into the seat when the bow of the boat crests at its highest point. Once the technician is on the seat the boat must immediately back out and the seat raised so that the boat cannot crest and strike the technician.

Operation of the boat to the VORTAC in Lake Pontchartrain is performed under the conditions described above approximately 15 times per year. A few of these trips are unintentional, when the weather condition occurs without warning while the boat is en route. Generally, there are two or three persons on the boat during each of these trips.

The decision to make the trip or to attempt to transfer to the VORTAC rests with the employee and his supervisor. However, these employees are not expected to make no-go decisions except under conditions so hazardous that injury or loss would be probable. This is the only control which can be exercised over the hazard.

→(f) **Hazardous boarding or leaving of vessels.** Fisheries Management Agents while on patrol duty aboard U.S. Coast Guard Cutters or Bureau vessels are called on to make boarding of ships involved in fisheries off the shores of the United States. These boardings usually involve being lowered in a small boat from the patrol ship and catching and climbing a Jacob's ladder from the small boat to the vessel being visited. Under adverse sea conditions, i.e., seas over 3 feet in height, there is considerable danger in making such transfers due to the erratic and rapid change in relative motions between the small boat and ship with frequent collisions of the vessels. In freezing weather, the prospect of ice on the boat and boarding ladder greatly increase the risk involved.

FDA inspectors from the Seattle District are required to conduct inspections of seafood canneries and processors located throughout Alaska. As some of the canneries are mobile and are located in remote areas, it is necessary at times for inspectors to travel on small fishing vessels as no other means of transportation is available. On such occasions when the wind is high, the inspectors are exposed to considerable hazard. They must carry large quantities of dry ice and other gear. At times they must load this equipment onto the boats at docks where no facilities exist other than an unfastened plank leading from the dock to the boat. During periods of rain and high wind they must exercise extreme care and skill to avoid falling into the water the temperature of which is sometimes only a few degrees above freezing. Transferring the heavy gear from the small boats to the larger floating canneries is even more hazardous as the inspectors, should they fall into the water, are exposed to the danger of being crushed between the two vessels or being unable to surface.←

→g. **Work on small craft under unsafe sea conditions.** A differential is authorized for work on small test craft when the U.S. Storm Warning System indicates a hazardous sea state for a particular type of craft being tested. Specifically, a Small Craft Warning signal would apply to small test craft, and a Gale Warning signal would apply to larger test craft.←

Exposure to Physiological Hazards

a. **Pressure chamber subjects.** Hazards of duty as a pressure chamber subject in a diving research test consist of exposure of the body to increased ambient pressures of compressed air, oxygen, or mixed gaseous environments within the hull of a pressure vessel, or all three; and for operating personnel, close and nonavoidable exposures in association with complex, high pressure gas piping systems, gas cylinders and pumping devices which are susceptible to explosive ruptures. Specifically, this duty is considered to be hazardous when participating as the test subject because the life-support ability of the pressure vessel atmosphere can be affected by gas contamination, smoke, fire, extremes of temperature, and improper replenishment gases. Diving accidents and decompression sickness often are not manifest until many hours after completion of an operation, and the hazardous state continues to exist until all body tissues and vital processes have returned to preexposure equilibrium status.

b. **Simulated altitude chamber subjects/observers.** Air pressure decrease causes increase in blood pressure and pulse rate, which is particularly hazardous because of the experimental nature of the studies.

c. **Centrifuge subjects.** Many untoward effects have been observed as a result of human centrifugation. Some of the more minor effects are decreased arterial oxygen, petechial hemorrhage in the skin, and temporary loss of peripheral vision. Some of the more serious include unconsciousness, convulsions, life-threatening cardiac arrhythmias, intracranial hemorrhages, subendocardial hemorrhage of the heart, fractures of bony structures and retinal hemorrhages in the eye. All of these have occurred at normal atmospheric conditions. Research

requirements often dictate the collection of data under severe acceleration loadings, and the protection of subjects against such loadings is incompatible with the intent of the research.

d. **Rotational flight simulator subject.** Simulated rotational flight is required to accomplish research in the field of stress situations anticipated for space operations, and their effects relative to the limits of human tolerance and adaptive capacity. Participation can result in severe cardiovascular stress, particularly at the lower r.p.m., which causes decrease in blood flow to vital organs (particularly brain and heart) with resulting damage to organs. The only control over the hazard, in the strictest sense, is nonexposure. Once a person has been considered to be physically qualified to perform this type of hazardous duty, and his exposure in the simulator has become necessary, there is no control over the physiological stresses caused by angular acceleration.

Exposure to Hazardous Agents

(Working with or in close proximity to)

a. **Explosive or incendiary materials.** This duty includes assembling, loading, testing or cleaning explosive ordnance such as fuses, primers, detonators, auxiliary detonators, cartridges, projectiles, gun ammunition, and the like. Also, conducting tests to evaluate the ballistic properties of explosive materials.

Where employees have knowledge and experience concerning ordnance and ordnance functioning, and work with known ordnance has been taken into account in classifying the employee's position, no hazard differential is payable for work with known ordnance. However, work with unknown explosive ordnance is still unusually hazardous for these employees, and a hazard differential is payable to them. There are definite hazards when explosive ordnance is manually manipulated, or when new or unevaluated, mechanical, or explosive techniques are applied to explosive ordnance which is then approached or handled for examination and evaluation. The sensitivity or stability, or both, of those items, or components of those items, have been altered to an unknown degree. Though normal safety precautions are taken, the hazards cannot be eliminated.

b. **At-sea shock and vibration tests.** This duty requires arming explosive charges or working with, or in close proximity to (or both), explosive armed charges in at-sea shock and vibration tests of naval vessels, machinery, equipment and supplies. For shock and vibration tests of machinery, equipment, and supplies, charges are armed on shore at water's edge according to a detailed time schedule. Tests of this type are done about once a week. Sixty pound charges are used for these tests. The charge is armed in a discarded 5-inch gun mount which has grated metal doors in the water side and has a thin sheet metal 3-sided structure within it.

From the time the bomb is assembled to the time it is carried out of the bargette and positioned, by a crane, underwater for shielding, there is danger of explosion. The bomb is towed to position about 200 feet off-shore. The equipment, machinery, or supplies to be tested are properly secured in a metal barge which is towed to position off-shore. After the test barge is in position and bomb is towed within 20 feet of the barge, an engineer/technician goes out to the barge to check the equipment just before the actual test. At this time, there is a hazard of explosion of the bomb. For shock tests of ships at sea, bombs are 1,200; 10,000; or 40,000 pounds. The bombs are armed with the assistance of engineers/technicians on a tug at sea. All persons on the tug are in danger of loss of life should the bomb accidently explode. Tests like these are done two or three times a year. The bomb is positioned to shock test a complete ship.

c. **Toxic chemical materials.** Examples of work involving exposure to toxic chemical materials include:

▶ Preparing toxic chemical test solution for aerosol and vapor dispersion.

▶ Operating various types of chemical engineering equipment in a restricted area, such as reactors, filters, stripping units, fractioning columns, blenders, mixers, or pumps, utilized in the development, manufacturing, and processing of toxic and experimental chemical warfare agents and the impregnating of chemicals.

▶ Handling or working with toxic chemical agents such as mustard, nerve, phosgene, or chlorine.

d. **Fire retardant materials tests.** This duty is performed by personnel conducting tests in a draft-free, ventilation-restricted, confined room, largely saturated with smoke-filled air. It is necessary to work in a room with these specifications in order to perform the tests properly. Prolonged exposure can result in chronic conjunctivitis, and inhalation of the fumes may result in increased respiratory ailments.

e. **Virulent biologicals.** This duty includes:

▶ Operating or maintaining equipment in biological experimentation or production.

▶ Cleaning and sterilization of vessels and equipment contaminated with virulent microorganisms.

▶ Caring for or handling disease-contaminated experimental animals in biological experimentation and production in medical laboratories, the primary mission of which is research and development not associated directly with patient care. This includes manipulating animals infected with virulent organisms, such as inoculating of animals, obtaining blood and tissue specimens, and disposing of excreta and contaminated bedding and cages.

▶ Cultivating virulent organisms on artificial mediums, including embryonated hen's eggs and tissue cultures where inoculation or harvesting of living organisms is involved for production of vaccines, toxides, etc., or for sources of material for research investigations such as antigenic analysis and chemical analysis.

Participating in Liquid Missile Propulsion Tests and Certain Solid Propulsion Operations

a. **Tanking and detanking.** Hypergolic propellant components are inhibited red fuming nitric acid (IRFNA), and unsymmetrical dimethylhydrizine (UDMH). In contact with each other they react violently, causing a fire or explosion. This can occur in either the liquid or vapor phase. Missile tanking and detanking operations are manually controlled and monitored. Personnel handling these agents are dressed in impermeable clothing and either use canister type masks or breathe air supplied from cylinders. This type of personnel protection is adequate for light vapor concentrations, minor splashes and spills but provides no protection from fires, explosions, ruptured vessels, and major spills.

b. **Hoisting a tanked missile.** Hoisting a live propulsion system, either liquid or solid, is considered extremely hazardous since a drop or accidental release of the specimen would most likely result in a fire or explosion, or both. Many of these hoists are made up to 40 feet in height and on specimens with up to 10,000 pounds of propellant, no 100 percent safeguards can be devised.

(c) **Pressure tests.** Pressure tests are usually conducted to determine the stability or integrity of a system. It is not unusual for a component to fail under a pressure test resulting in a liquid or a vapor leak. The usual consequence of this is a contaminated area or system with the possibility of a fire or explosion.

d. **Test stand tests.** Missiles ordinarily are tanked at ambient temperatures. When they are placed in environmental chambers the high or low temperatures set up stresses in the tankage and plumbing systems. Leaks frequently occur; this creates a situation that could result in a fire or explosion.

e. **Disassembly and breakdown.** In disassembly of a contaminated missile, pockets of contaminants are frequently exposed and sometimes erupt into fires or minor explosions. The vapor of UDMH and IRFNA are always a source of potential danger in an operation of this type.

f. **"Go" condition test stand work.** Test stand work, at elevated heights, under any condition is hazardous and working in close proximity with a missile or a system under pressure is extremely so. Any misadventure with the confinement of the test stand structure would end disastrously.

g. **Arming and dearming propulsion systems.** It is rather common practice on liquid propulsion systems to charge out squibs or igniters after the missile is in a "go" status in the test stand. At this time, with all the instrumentation connected, there is always the possiblity of transient voltage and current buildup on or within the system. This condition can easily result in a premature firing or ignition while personnel are exposed.

h. **Demolition and destruct tests.** Frequently during a development program special tests of various types are required to prove or estimate a component or to establish the integrity of an explosive or initiating charge under certain conditions. These tests are usually conducted with very little basic information about the potential hazards involved, with incomplete or fragmentary test plans, and on hastily improvised test fixtures. Personnel are required to work in the proximity of a dangerous item of unknown characteristics.

Work in Fuel Storage Tanks

The fuel tanks are underground and access is achieved by means of a vertical ladder. A breathing apparatus is required because the oxygen in the atmosphere has been displaced by toxic vapors. If the breathing apparatus should fail, and a person had to inhale the air in these tanks, he would become unconscious in a few breaths, either from the oxygen deficiency or the toxic vapors. Within the time required to get him up the ladder, and out through the manhole, the employee might suffer serious injury or death from lack of oxygen or from inhaling the toxic fumes.

Firefighting

a. **Forest and range fires.** While all employees of the Forest Service are subject to being placed on the fire line, except for those in the Fire Suppression series fighting forest fires is actually an irregular and intermittent duty; it is not taken into account in grading their positions and is not usually involved in carrying out the general duties of the positions. Fighting forest fires is hazardous without question. The work is usually done in precipitous mountain terrain, where there is almost continuous danger from falling rocks or falling trees. Often the work is at night because fires are usually less active at that time and it is advantageous to concentrate on fire suppression then, or in the early morning. It is not possible to predict just just what a fire is going to do at all times. Winds in canyons and on side slopes often change directions almost instantaneously. A gentle breeze at one time may become almost a hurricane a few minutes later. Fires that appear docile and almost out may in a very short time become a roaring inferno.

b. **Equipment, installation, or building fires.** No distinction is made between Government and non-Government owners in the description of this hazardous duty. The degree of hazard to an employee is not affected by who owns the structure, installation, or building.

c. **In-water under-pier firefighting operations.** Participating in in-water under-pier firefighting operations involves hazards beyond those normally encountered in firefighting on land (strong currents, cold water temperature, etc.). This duty involves in-water operation of a floating monitor equipped with a firehose nozzle to which is attached a firehose from either a tugboat or a nearby vehicle. The in-water firefighting operation exposes the employee not only to the hazards of temperature and tidal conditions but also the hazards from falling timbers breaking loose from under piers, from exposure to heat and smoke, and from exposed (burned out) electrical wire which, in the environment of water, creates a possibility of serious exposure to electrical shock.

Work in Open Trenches

This duty is hazardous because of danger of the sides of a trench caving in and burying the men who are digging it.

Underground Work

Underground work associated with the construction of tunnels and shaft is considerably more hazardous than ordinary construction. An indication of the hazard is that most labor agreements between the construction trades and contractor associations include a wage differential for crafts working underground. There are hazards involved in underground excavation which cannot be eliminated nor substantially reduced by the application of safety measures. These include the presence from time to time of explosives, fallouts, and cave-ins, confined working areas and limited escape routes, and unanticipated excessive dust or other atmospheric contaminations including methane gas and deficiency or failure in the fresh air supply with resulting carbon monoxide buildup. Hazards such as these would appear to extend to those inspecting the work as well as to those engaged in the actual construction.

Underwater Duty

a. **Submerged submarine or deep research vehicle**. The hazard is the near certainty of drowning or suffocation should the submerged vehicle meet with an accident.

b. **Diving**. The principal kind of diving required in scientific and engineering pursuits is diving by a team of professional engineers and technicians for the underwater inspection of Government-owned or operated physical facilities, or both. The purpose of these inspections will be to determine the condition of underwater structures and recommend maintenance and repair requirements or replacement. Structures would include dam spillway trashracks, gates, stilling basins, tailrace areas, outlet works, aprons, ground mats, canals, bridges, pipes, checks, turnouts, fish protection and collection facilities, pumping plants, and other submerged structures.

Participating in SCUBA diving missions is hazardous. Even with the limited protection afforded by wet suits, exposure to cold water has been found to restrict breathing ability (chest muscle and diaphragm movement) initially so that an acclimation period of a few minutes is required to adjust and function normally. Prolonged exposure to the cold water increases exhaustion, causes numbness, and limits ability to move quickly or put forth physical effort. Fighting strong tidal currents requires heavy exertion on the part of the diver, and the possibility of a muscle cramp, increased by the cold temperature, could result in a diver's being carried some distance from his "buddies" underwater by the tidal currents.

c. **Handling of underwater lighting equipment in underwater photography tests.** Consists of a series of tests conducted in an underwater experimentation station as a part of a Manned Orbital Laboratory Crew Transfer project. Employees are submerged for several hours duration and perform duties in the operation of underwater cameras and handling underwater lighting equipment. The need for use of the underwater illumination equipment creates a hazardous electrical condition. Safety features include a completely isolated and independently controlled electrical system to insure immediate suspension of the tests in the event of a malfunction.

d. **Underwater space simulation study.** Space simulation study hazard consists of the instability experienced by men learning to move about and perform work under simulated gravity-free conditions. Men under these conditions may develop motion sickness and vertigo. Exact reactions of test participants is unpredictable in these experimental tests.

Sea Duty Aboard Deep Research Vessels

Employee is exposed to threat of drowning, serious bodily injury, or attack by deadly marine life. Performance of duty aboard these vessels in a high seas state is hazardous and physically taxing because of their unpredictable movement. Sea-state condition is high when, on the Beaufort scale, wind velocity is at least 12 knots and wave height is at least three feet.

Collection of Aircraft Approach and Landing Environmental Data

A 4-foot deep catwalk is located adjacent to the flight deck of an aircraft carrier. Cameras are mounted on pedestals in the catwalk, which must be above the level of the flight deck, and the operator stands in the catwalk to observe the approach of the aircraft and actuates the camera as the plane comes in sight. The cameras and operators are placed in that part of the catwalk which is in direct line with the descending aircraft. If an aircraft is damaged during approach or impact, the path down the flight deck is unpredictable. Fuel tanks or ordnance carried externally by the aircraft may be released by sudden impact of aircraft arrestment, and fire or explosion makes the area in question hazardous. In addition, the cable used to arrest the forward motion of the landing aircraft is stretched across the carrier deck very near the camera location. In the event of a cable failure, the broken cable, in a whipping action, can sever a human body. The operator's only protection against the hazard of landing aircraft is to crouch in the catwalk.

Experimental Landing/Recovery Equipment Tests

The hazard primarily is that which could result on impact, such as harness break, or craft falling upside down, causing employee to get banged up rattling around in space craft. Another hazard is that of something breaking loose and hitting the employee.

Land Impact or Pad Abort of Space Vehicle

This duty amounts to working on a live bomb. If the mission is aborted technicians must rush in and dearm the missile before it can explode and harm astronauts who are sitting in the capsule on top of it. And, if astronauts are forced to blow explosive bolts on escape hatch, the explosions may harm technicians who are in the area. Or, technicians may accidentally trigger explosive bolts while manually removing the escape hatch.

High Work

This duty includes work performed at a height of 50 feet or more on structures such as radio, radar, television, powerline or water towers, steeples, or smokestacks, or treetops, when the work is performed under hazardous conditions caused by the absence of scaffolding, guards, or other suitable protective measures or facilities.

Flying, Participating In

a. **Pilot proficiency training.** Hazards involved in this work include:

- ▶ Cross country training in weather which requires instrument flight techniques over rugged, uneven, and heavily wooded terrain.
- ▶ Instruction on emergency procedures in stalls and forced landings including those at night using flashlights or flare pots.
- ▶ Flights under maximum internal and external load conditions in confined areas.

b. **Delivery of new aircraft for flight testing.** Operation and control of aircraft which has had no working test to see if it meets expectations.

c. **Test flights of new, modified, or repaired aircraft.** This duty involves participation in test flights of aircraft during their developmental period or after modification. These flights involve the need to operate equipment deliberately beyond its known design capabilities or safe operating limits.

d. **Reduced gravity—parabolic arc flights—subjects/observers.** This alternating gravity force induces severe stresses on all participants and the aircraft. Very few persons can continually subject themselves to this environment without motion sickness.

Typical test subjects aboard the aircraft include the Apollo and Lunar Module spacecraft, Lunar Roving Vehicle, and astronauts. This presents a continuous hazard to all those on board, since a misdirected signal to a test vehicle or a violent aircraft maneuver could cause damage or pressure loss to the aircraft. In addition, the collision of experimental apparatus and the experimenter is always possible.

Other test subjects involve flammable gases and chemicals. A spark or flaming wick is introduced to the test material and the flame propagation speeds of varying mixtures of gases are measured. Tests are conducted with the test material encased in a pyrex flask so that the chemical reaction can be photographed and the atmosphere controlled. Only limited knowledge is available on the nature of a chemical reaction such as combustion under zero gravity conditions, thus providing the reason for these tests. Should the reaction become violent the flask could burst, expelling glass fragments and open fire within the cabin.

e. **Launch and recovery.** These words are used in the technical sense. That is, when an aircraft is catapulted off the aircraft carrier in order to achieve take-off, it is launched; and, in landing, when it is necessary to stop the progress of the aircraft by means of a hook underneath the aircraft catching cables strung across the deck of the aircraft carrier, it is recovered.

f. **Limited control flights.** Execution of unusual flight patterns, maneuvers, or formations reduces the pilot's control of the aircraft and increases risk of accident. Routine take-offs and landings are not included. The nature and degree of hazard, and the control which may be exercised over it, depend on the type of aircraft and its flight characteristics. For example:

▶ Flying into a hurricane to obtain weather data or flying into a severe storm on a search and rescue mission.

▶ Flight in weather conditions conducive to aircraft and engine icing to gather statistical data on the amount of water that clouds contain. Ice buildups may increase drag or reduce lift, or both.

▶ Flights which test performance of aircraft while carrying maximum load limit or overload.

▶ Flights to test performance of aircraft at low altitudes or in extreme weather conditions.

▶ Visual Airborne Target Locator System test flights which are conducted aboard helicopters at altitudes requiring the use of oxygen. Flights are made in a UH-1B helicopter, usually during daylight hours but occasionally during hours of darkness. Most flights are conducted at altitudes of 2,500 to 4,000 feet over mountain or desert terrain. The particularly hazardous requirements are to achieve altitudes of 15,000 feet requiring the use of oxygen. This is complicated by the weight of the airborne portion of the VATLS, which is very heavy and approaches the lifting capacity of the aircraft. Also, there is potential fire hazard from electrical short circuit in the experimental equipment.

▶ Flights requiring head-on intercept patterns with two jet aircraft for the purpose of collecting frontal aspect measurement data.

▶ Formation flights, at high altitude (40,000 to 45,000 feet) with a B-52 aircraft dispensing pyrotechnic countermeasure devices. The hazards here are B-52 "jet wash" and the burning pyrotechnic.

▶ Formation flights with pilotless powered vehicles, such as the CAM 72 or MACE, for the purpose of obtaining target data. Target flight pattern is unpredictable.

▶ Operation of the measurement aircraft within the terminal CEP or ballistic missiles to obtain reentry signatures of such vehicles.

▶ Close-formation flights with towed targets with burning flares or other devices or target augmentation. The hazard involves the unpredictability of devices of this kind and the problem of formation flights with an object 6 inches in diameter being towed on the end of a 15,000- to 30,000-foot steel cable.

▶ Midair recovery of a parachutist from a disabled aircraft. Sharing the canopy of the recovery subject's parachute requires precise flying. A misstep due to turbulence or the slightest miscalculation could result in the canopy entangling the test aircraft with possible loss of cockpit visibility and flight control. In addition, there is unpredictable trailing of the hoods and dummies in the immediate wake of the aircraft. Control over the hazardous conditions of this test are possible only as far as precision flying permits.

▶ Maneuvering and unconventional positioning in isolated mountainous terrain with deep narrow canyons and turbulent winds.

▶ Maneuvering high-speed jet aircraft at low levels for the purpose of obtaining low-altitude radiation profiles.

▶ Maneuvering aircraft at low levels for the purpose of controlling forest and range fires. Here a very real hazard exists from turbulent winds created by and associated with fire updrafts and extreme temperature variations.

▶ Maneuvering single engine aircraft at

low levels and low speeds for the purpose of wildlife and natural resource surveys, over rough terrain in remote regions of the country. The hazard here is possible engine failure or mechanical malfunction which would dictate emergency landing under the worst possible conditions.

▶ Flight patterns at low levels for the purpose of making cargo drops and agricultural applications where there is hazard of dropping equipment snagging or dropped material dragging behind the aircraft.

▶ Participating in extended period flights, such as fire patrol flights, over rough and mountainous terrain and vast muskeg, tundra, and swamp areas when adequate weather information is not available and the range of the aircraft is extended to its limits.

▶ Participating in low-level helicopter flights over heavily crevassed, over-water, or sea-ice areas in the Arctic or Antarctic regions.

▶ Participating in low-level helicopter flight operations over wooded or open water areas under any one or all of the following conditions: (1) Transportation of sling-loaded equipment; (2) hovering flight at low altitudes; (3) flights involving tactical pattern; (4) loading or unloading from hovering aircraft where landing sites are not available; and (5) landing at unprepared landing sites in wooded or mountainous terrain or when landings are not practicable, such as in firefighting operations.

▶ Participating in low-level air-drop tests such as Low-Altitude Parachute Extraction System (LAPES) or Ground Proximity Extraction System (GPES). Air drops of this type are made at speeds of 130 to 150 knots at altitudes from 0 to 25 feet above the ground, with loads weighing as much as 50,000 pounds.

➔Participating in flights over polar sea ice while conducting measurement, identification, and other experiments. Research missions under normal flight conditions are not considered hazardous. The flight conditions under which these research missions are carried out, however, impose greater than normal danger. These conditions include the unpredictable Arctic weather which can change from limited to near zero visibility without warning. Another phenomenon which can be experienced is whiteout in which the terrain and sky blend to the extent that one is indistinguishable from the other with resulting loss of horizon. Surfaces over which flights are made are extremely rough and emergency landing areas are usually nonexistent. These conditions, together with the fact that landmarks are not present to guide pilots and navigators, and that flights may be at altitudes varying from 50 to 20,000 feet, present unusual flight characteristics.←

h. **Flight tests of expandable aircraft tires.** The test involves testing of aircraft tires designed to be deflated upon retraction in order to reduce wheel-well volume. When landing gear is extended the tires are supposed to reinflate to normal size but a special feature of the tire deflation is that it will fold so as to present a solid rubber cross section to permit landing if reinflation fails. Asymmetrical tire inflation between the left and right gear will cause loss of directional control upon landing. Asymmetric tire inflation on the right gear only would cause the high inflated tire to become overloaded resulting in a destruction of the tire structure, and subsequent loss of directional control in landing.

i. **Landing and taking off in polar areas.** Uneven surfaces, adverse weather, and whiteout conditions make landings and take-offs by ski-equipped aircraft hazardous.

Experimental Parachute Jumps

The same hazard exists here that is present in any parachute jump; however, the hazard is increased because it involves the testing of new types of equipment.

Ground Work Beneath Hovering Helicopter

When participating in ground operations to attach external loads to helicopters hovering just overhead, i.e., at arm-length height, the ground position is hazardous because of the possibility of being crushed or electrocuted by static electricity that can collect in the airframe and discharge through a person into the ground. The position in the helicopter is hazardous because of possible power failure and uncertain conditions which could result if the load were suddenly lost.

Sling-suspended transfers

The Special Assistance Team (SAT) concept was developed at the Naval Ship Missile Systems Engineering Station, Port Hueneme, to meet the need for engineering and technical assistance to Ship Missile Systems ships. The specific nature of duties of SAT members involves any emergency unplanned action required to restore a missile weapon system to an operational status. In the performance of his duties, the SAT member is exposed to hazard when he is transferred between helicopter and ship via a sling on the end of a steel cable or ship-to-ship via a chair harness hanging from a high-line between the ships. There is also present the hazard of possible failure of the transfer equipment which would endanger the life of the team member being transported.

Carrier suitability trials aboard aircraft carriers

Engineering technicians service and maintain the instrumentation equipment in a wide variety of Navy jet fighter aircraft during carrier suitability trials aboard aircraft carriers. While the technicians are assisting the military crew in securing the instrumentation equipment on aircraft, the aircraft is in a thrust position on the catapult track, and they are working approximately 60 feet from a track that is actually launching an aircraft at an acceleration of 0 to 120 knots. The greatest hazard is the almost constant cycle of taking off, landing, taxiing, and turning. Because the Navy must have "all-weather" capabilities, many flights are made in fog or inclement weather, some are flown at night, and there is often a wind of 30 knots or more across the flight deck.

Afterburners create obvious hazards as the jets are turned up. Burns, inhalation of CO or other exhaust gases, excessive noise environment, and injuries to the eyes from foreign bodies are ever-present dangers. A technician wears no communication headgear, and he works a majority of the time with his head in the instrumentation compartments. Therefore, in the event of a bad landing from an aircraft, the only warning is from coworkers unless the technician can detect an unusual noise that would signify to him some type of malfunction in the oncoming aircraft. Leaking fuel, rocket or bomb release, and ordnance explosion make the flight deck hazardous. The cable used to arrest the forward motion of the landing aircraft is stretched across the carrier deck. In the event of cable failure, 600 feet of broken cable could be whipping about the flight deck.

Cargo handling during lightering operations

When there is no deep water harbor for supply ships to enter and unload their cargo, offloading of cargo and supplies from surface ships is accomplished by a lightering operation. Landing Craft-Medium (LCM) boats are used in the operation, shuttling cargo between the shallow water harbor and the surface cargo ships.

Loading an LCM involves swinging loads of cargo clear of the ship and lowering these loads from a height of 50 to 60 feet into the LCM boats. Loads at Wake Island usually weigh several tons and may consist of loose cargo in nets, cargo stacked on forklift pallets, containerized cargo, heavy equipment, large steel plates, etc. Each load, as it is swung clear of the ship, is virtually directly over the heads of employees in the LCM. During the time the loads are swung clear of the ship and are being lowered into the LCM, employees in the boat are subject to being crushed by falling cargo. Because of its small size, the LCM cannot avoid the falling cargo danger zone. In order to release the cargo sling or rig, or disentangle cargo nets, cargo handlers must move among the cargo in the LCM and along the sides of the LCM. During this time they are subject to being crushed by cargo shifting in the LCM, to falling into the sea between the LCM and the ship and being crushed, and to being hit by the pendulum-like movement of heavy cargo hooks.

Appendix F. Severance Pay Computation—Service and Age Factor Tables

Use these tables in computing severance pay fund. To obtain severance pay fund, multiply the weekly pay rate by service table factor; then multiply the product by the age table factor. Regardless of the total severance pay fund derived through use of this table, total severance pay may not exceed one year's pay at the rate received immediately before separation.

Service Table

Yrs.	*Mos.*	*Factor*	*Yrs.*	*Mos.*	*Factor*	*Yrs.*	*Mos.*	*Factor*
1	0–2	1.00	9	3–5	9.25	17	6–8	25.00
1	3–5	1.25	9	6–8	9.50	17	9–11	25.50
1	6–8	1.50	9	9–11	9.75	18	0–2	26.00
1	9–11	1.75	10	0–2	10.00	18	3–5	26.50
2	0–2	2.00	10	3–5	10.50	18	6–8	27.00
2	3–5	2.25	10	6–8	11.00	18	9–11	27.50
2	6–8	2.50	10	9–11	11.50	19	0–2	28.00
2	9–11	2.75	11	0–2	12.00	19	3–5	28.50
3	0–2	3.00	11	3–5	12.50	19	6–8	29.00
3	3–5	3.25	11	6–8	13.00	19	9–11	29.50
3	6–8	3.50	11	9–11	13.50	20	0–2	30.00
3	9–11	3.75	12	0–2	14.00	20	3–5	30.50
4	0–2	4.00	12	3–5	14.50	20	6–8	31.00
4	3–5	4.25	12	6–8	15.00	20	9–11	31.50
4	6–8	4.50	12	9–11	15.50	21	0–2	32.00
4	9–11	4.75	13	0–2	16.00	21	3–5	32.50
5	0–2	5.00	13	3–5	16.50	21	6–8	33.00
5	3–5	5.25	13	6–8	17.00	21	9–11	33.50
5	6–8	5.50	13	9–11	17.50	22	0–2	34.00
5	9–11	5.75	14	0–2	18.00	22	3–5	34.50
6	0–2	6.00	14	3–5	18.50	22	6–8	35.00
6	3–5	6.25	14	6–8	19.00	22	9–11	35.50
6	6–8	6.50	14	9–11	19.50	23	0–2	36.00
6	9–11	6.75	15	0–2	20.00	23	3–5	36.50
7	0–2	7.00	15	3–5	20.50	23	6–8	37.00
7	3–5	7.25	15	6–8	21.00	23	9–11	37.50
7	6–8	7.50	15	9–11	21.50	24	0–2	38.00
7	9–11	7.75	16	0–2	22.00	24	3–5	38.50
8	0–2	8.00	16	3–5	22.50	24	6–8	39.00
8	3–5	8.25	16	6–8	23.00	24	9–11	39.50
8	6–8	8.50	16	9–11	23.50	25	0–2	40.00
8	9–11	8.75	17	0–2	24.00	25	3–5	40.50
9	0–2	9.00	17	3–5	24.50	25	6–8	41.00

Age Table

Yrs.	Mos.	Factor
40	3–5	1.025
40	6–8	1.050
40	9–11	1.075
41	0–2	1.100
41	3–5	1.125
41	6–8	1.150
41	9–11	1.175
42	0–2	1.200
42	3–5	1.225
42	6–8	1.250
42	9–11	1.275
43	0–2	1.300
43	3–5	1.325
43	6–8	1.350
43	9–11	1.375
44	0–2	1.400
44	3–5	1.425
44	6–8	1.450
44	9–11	1.475
45	0–2	1.500
45	3–5	1.525
45	6–8	1.550
45	9–11	1.575
46	0–2	1.600
46	3–5	1.625
46	6–8	1.650
46	9–11	1.675
47	0–2	1.700
47	3–5	1.725
47	6–8	1.750
47	9–11	1.775
48	0–2	1.800
48	3–5	1.825
48	6–8	1.850
48	9–11	1.875
49	0–2	1.900
49	3–5	1.925
49	6–8	1.950
49	9–11	1.975
50	0–2	2.000
50	3–5	2.025
50	6–8	2.050
50	9–11	2.075
51	0–2	2.100
51	3–5	2.125
51	6–8	2.150
51	9–11	2.175
52	0–2	2.200
52	3–5	2.225
52	6–8	2.250
52	9–11	2.275
53	0–2	2.300
53	3–5	2.325
53	6–8	2.350
53	9–11	2.375
54	0–2	2.400
54	3–5	2.425
54	6–8	2.450
54	9–11	2.475
55	0–2	2.500
55	3–5	2.525
55	6–8	2.550
55	9–11	2.575
56	0–2	2.600
56	3–5	2.625
56	6–8	2.650
56	9–11	2.675
57	0–2	2.700
57	3–5	2.725
57	6–8	2.750
57	9–11	2.775
58	0–2	2.800
58	3–5	2.825
58	6–8	2.850
58	9–11	2.875
59	0–2	2.900
59	3–5	2.925
59	6–8	2.950
59	9–11	2.975
60	0–2	3.000
60	3–5	3.025
60	6–8	3.050
60	9–11	3.075
61	0–2	3.100
61	3–5	3.125
61	6–8	3.150
61	9–11	3.175
62	0–2	3.200
62	3–5	3.225
62	6–8	3.250
62	9–11	3.275
63	0–2	3.300
63	3–5	3.325
63	6–8	3.350
63	9–11	3.375
64	0–2	3.400
64	3–5	3.425
64	6–8	3.450
64	9–11	3.475
etc.		

Appendix G. Decisions of the Comptroller General Affecting Lump-Sum Payment for, or Transfer of, Annual Leave

B-116314
B-117272

48 Comp. Gen. 212
October 18, 1968

The Honorable John W. Macy, Jr., Chairman,
U.S. Civil Service Commission.

DEAR MR. MACY: This refers to your letter of August 8, 1968, with enclosure, requesting our decision on several questions involving the disposition of annual leave which cannot be transferred to the employee's credit upon his transfer to a different leave system. The questions presented for our consideration were first raised by the Veterans Administration in letter of April 30, 1968, addressed to your office. That letter reads in part as follows:

"Our major problem stems from the relocation of central service activities from the Nursing Service to the Supply Division. Nurses in these units with as much as 120 days of accumulated annual leave under Title 38 Leave system have been reassigned to General Schedule positions in the Supply Division. As we interpret the Commission's instructions and Comptroller General decisions, a nurse in this situation can transfer 30 days of annual leave plus the current annual leave which an employee subject to the Title 5 system could have accrued to the date of transfer. However, there is a question concerning the employee's entitlement to untransferred leave.

"The regulation (630.501) which would permit recredit of untransferred leave, if they should return to the Title 38 leave system, probably would be of no help to these nurses because many of them are near retirement age or have physical handicaps which would prevent them from functioning as ward nurses. Therefore, it would seem that they should be entitled to a lump-sum payment for the untransferred leave, either at the time of transfer or upon later separation from the service. If the Commission determines that a lump-sum payment for the untransferred leave would be appropriate at the time of a later separation, some additional instructions on maintenance of records on the untransferred leave would appear to be appropriate."

Section 6308 of title 5, United States Code, provides in pertinent part as follows:

"The annual and sick leave to the credit of an employee who transfers between positions under different leave systems without a break in service shall be transferred to his credit in the employing agency on an adjusted basis under regulations prescribed by the Civil Service Commission, unless the individual is excepted from this subchapter by section 6301(2)(ii), (iii), (vi), or (vii) of this title. * * *"

The above-quoted provision was added to section 205 of the Annual and Sick Leave Act of 1951 by section 4(b) of Public Law 83-102, approved July 2, 1953. Prior to that amendment employees who transferred to different leave systems were paid a lump sum for all of the accumulated and currently accrued annual leave to their credit at the time of transfer. (5 U.S.C. 61d (1952 ed.).) Following the enactment of Public Law 83-102, the Civil Service Commission, on two occasions, requested our decision as to the amount of annual leave that could be transferred under the above-quoted provision. In decision of November 9, 1953, 33 Comp. Gen. 209, we ruled as follows:

"In answer to question 1, the amount of leave permitted to be transferred may equal the leave which employees in the agency to which transferred could have accumulated and currently accrued at the date of transfer * * * Thus, in the example cited in your question, if the employee transferred prior to the beginning of the first complete biweekly pay period in 1954 (January 3, 1954), he could transfer 60 days plus the current leave which an employee in the agency to which the employee transferred could have accrued as of the date of transfer. Any leave in excess of 60 days not used by January 3, 1954, would be forfeited. * * *"

We had reached a similar conclusion in 33 Comp. Gen. 85, answer to question 4(b).

In your letter of August 8, you point out that 5 U.S.C. 6308, quoted above, contains no limitation on the amount of annual leave that can be transferred thereunder. Further, you express the view that the Congress did not intend to cause any forfeiture of leave when it substituted the transfer of leave provision for the former lump-sum payment provision (5 U.S.C. 61d (1952 ed.)).

We have reexamined the legislative history of Public Law 83–102 and have analyzed the numerous cases that have arisen thereunder. We now believe that our original construction of section 4(b) of Public Law 83–102 (5 U.S.C. 6308) may have been unnecessarily restrictive.

As you have correctly pointed out, a forfeiture of annual leave under 5 U.S.C. 6308, as construed in our decisions cited above, may currently be avoided in most cases by the employee's subsequent retransfer to the former leave system or by a one-day break in service following the employee's separation (with lump-sum leave payment) from his position under the former leave system. Thus, a forfeiture of leave in other cases where neither a retransfer to the former leave system or a break in service occurs appears to be a result which should be avoided if a forfeiture is not specifically required by law.

Since as previously indicated the language of the law as well as the legislative history thereof is silent in the matter, we now hold that under the provisions of 5 U.S.C. 6308 an employee may transfer all of the accumulated and currently accrued annual leave to his credit as of the date of transfer. The aggregate amount of such leave, but not in excess of the maximum limitation allowable under the leave system from which transferred, shall constitute the employee's annual leave ceiling and shall remain to his credit until reduced under the condition prescribed in section 208(a) of the Annual and Sick Leave Act of 1951, 65 Stat. 682.

To the extent that our prior decisions at 33 Comp. Gen. 85, *id.* 209 are inconsistent with the views expressed herein, such prior decisions are hereby modified. We assume the Commission's regulations will be amended accordingly.

Sincerely yours,

FRANK H. WEITZEL,
Assistant Comptroller General
of the United States.

B–116314
B–117272

49 Comp. Gen. 189
September 22, 1969

Mr. Robert E. Hampton, Chairman,
U.S. Civil Service Commission

DEAR MR. HAMPTON: We refer to your letter of September 4, 1969, wherein you indicate that our answers to 4 questions arising out of our decision of October 18, 1968, B–116314, B–117272, are necessary to enable the Commission to determine what changes are appropriate in the Commission's leave regulations.

In our decision of October 18, 1968, we held that an employee transferring from a position subject to a leave system to a position subject to a different leave system may transfer all of the accumulated and currently accrued annual leave to his credit as of the date of such transfer even though the amount thereof may be in excess of the annual leave ceilings applicable generally to the leave system to which he transfers.

Your specific questions are as follows:

"(1) Under section 630.501(d) of the Commission's regulations, an employee who transfers to a position not under an annual leave system is entitled to a recredit of any untransferred leave if he returns to the leave system under which it was earned. At the time this regulation was originally issued it appeared to be the only protection the Commission's regulations could provide in that situation. Is this regulation still necessary, or may an employee be given a lump-sum payment at the time of transfer? If it cannot be given at that time, is he entitled to lump-sum payment for the leave if he is finally separated without returning to the leave system under which it was earned?

"(2) If a lump-sum payment is allowed by your decision regarding question (1), would such a decision be retroactive to protect those employees who have already transferred to a position not under an annual leave system?

"(3) May an employee who, prior to your decision of October 18, 1968, B–116314, B–117272, transferred to a different leave system to which he was allowed to transfer only a part of his annual leave

"(a) transfer any untransferred leave with a corresponding adjustment in his leave ceiling; or

"(b) receive a lump-sum payment for the untransferred leave at the time he separates from Federal service?

"(4) If a former Federal employee transferred from one leave system to another (either to a leave system to which he was allowed to transfer only a part of his annual leave or to a position not under an annual leave system) and was subsequently separated from the Federal service, is he entitled to a lump-sum payment for the untransferred leave?"

Concerning your first question, the current regulation of the Commission—630.501(d)—is consistent with the holding in our decision 33 Comp. Gen. 209—question 3(b). However, without specifically modifying 33 Comp. Gen. 209, subsequent decisions held that when an employee transfers from a position subject to an annual leave system to a position that has no such system to which his annual leave may be transferred then such transfer may be regarded as a separation for lump-sum leave payment purposes and the employee may be compensated for the annual leave to his credit at that time, subject to such limitations as are applicable to the position from which he transfers. See 33 Comp. Gen. 622 and unpublished decision dated May 21, 1969, B–166640. Compare 33 Comp. Gen. 85. Accordingly, we are aware of no necessity for continuation in the Commission's regulations of section 630.501(d).

Since the answer to question No. 1 merely affirms the principle enunciated in certain prior Office decisions which represented a departure from the holding in 33 Comp. Gen. 209, the question of retroactivity does not appear material. Question No. 2 is answered accordingly.

Question No. 3 (both parts) are answered in the affirmative. We note that upon the employee's subsequent separation from the position to which he transfers he would be entitled to payment for the annual leave then to his credit subject to applicable statutory limitations (his annual leave ceiling being for determination in accordance with the October 18, 1968, decision).

Pursuant to an informal understanding with a representative of your staff, no decision is being rendered upon the fourth question being presented in your letter, it being deemed appropriate to consider claims of former employees for additional lump-sum leave payments on an individual case basis. Any such claims may be transmitted here for consideration and direct settlement.

Sincerely yours,

R. F. KELLER,
For the Comptroller General
of the United States.

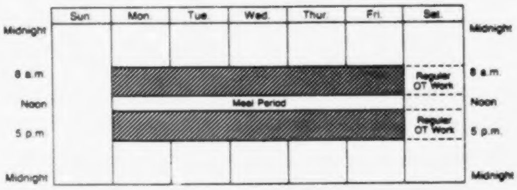
Appendix H. Relationship Between Agency Established Work Schedules Under Book 610 and Employee Premium Pay Entitlements Under Book 550

a. Agency Established Work Schedules

(1) *Definitions*. The bsic structure for scheduling the work of Federal employees is contained in chapter 61 of title 5, United States Code, and OPM regulations in part 610 of Title 5, Code of Federal Regulations. These authorities, with supplemental guidance, are contained in book 610. The terms used in scheduling work are defined in 5 CFR §610.102:

Administrative Workweek	—A period of 7 consecutive calendar days (e.g., Sunday through Saturday).
Basic Workweek	—The 40-hour workweek for full-time employees. —Includes the officially prescribed days and hours during which full-time employees are entitled to basic pay (e.g., Monday through Friday, 8:00 a.m. to 5:00 p.m., with one hour meal period).
Regularly Scheduled Administrative Workweek	—The period employees are regularly scheduled to work within the administrative workweek. —For full-time employees, it includes the basic workweek plus regular overtime work, if any required (e.g., Monday through Saturday, 8:00 a.m. to 5:00 p.m., with one hour meal period). —For part-time employees, it includes the officially prescribed days and hours during which they are regularly scheduled to work.
Regularly Scheduled Work	—Work that is scheduled in advance of an administrative workweek under an agency's procedures for establishing workweeks in accordance with 5 CFR §610.111.

Example:



(2) *Establishment of Workweeks*. The head of an agency is responsible for scheduling the work of his or her employees to accomplish the mission of the organization. This includes the requirement to establish workweeks (5 CFR §610.111):

(a) A basic workweek of 40 hours for each full-time employee. The head of the agency shall specify the days and hours within the administrative workweek that constitute the basic workweek.

(b) A regularly scheduled administrative workweek that consists of the 40-hour basic workweek plus the period of regular overtime work, if any, required of each employee. For purposes of leave and overtime pay administration, the head of the agency shall specify by days and hours of each day the periods included in the regularly scheduled administrative workweek that do not constitute a part of the basic workweek—stated another way, the agency is required to identify the basic 40-hour workweek for the employee's receipt of basic pay and the periods of regularly scheduled overtime work for the employee's entitlement to overtime pay.

Note: In addition to other requirements, the head of the agency shall provide that assignments to tours of duty are scheduled in advance of the administrative workweek over periods of not less than 1 week (5 U.S.C. §6101(a)(3)(A) and 5 CFR §610.121).

b. **Employee Premium Pay Entitlements**

(1) *General.* The basic structure for scheduling work outlined in section a, above, constitutes the framework by which an employee's pay entitlements are determined. Thus, agency established work schedules have a direct effect on an employee's pay entitlements:

(a) An employee is entitled to basic pay for work performed during his or her 40-hour basic workweek.

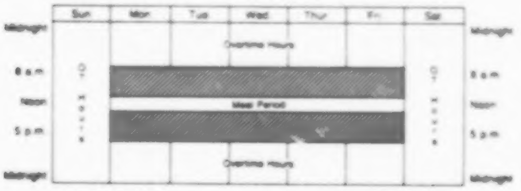
(b) An employee is entitled to premium pay for overtime work and regularly scheduled night, Sunday, or holiday work under subchapter V of chapter 55 of title 5, United States Code, and OPM regulations in part 550 of Title 5, Code of Federal Regulations. These authorities with supplemental guidance, are contained in book 550.

Note: An employee's entitlement to holidays under book 610 and leave under book 630 of this supplement are also administered in relation to an employee's basic workweek. In addition, the expansion or contraction of this scheduling structure forms the basis for flexible work schedules and compressed work schedules under book 610 of this supplement. For employees on alternative work schedules, their hours of duty and pay are administered in relation to their particular work schedule.

(2) *Definitions.* The terms used for administering premium pay are defined in 5 CFR §550.103:

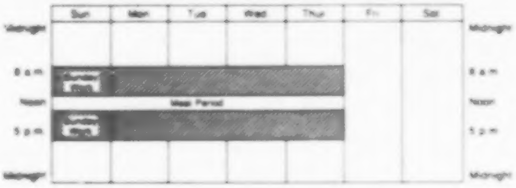
Overtime Work —Work performed by an employee in excess of 8 hours in a day or 40 hours in an administrative workweek. Includes regular overtime work and irregular or occasional overtime work.

Example: An employee with a basic workweek of Monday through Friday 8:00 a.m. to 5:00 p.m., who performs additional work before 8:00 a.m. or after 5:00 p.m. on a workday or performs work on Saturday or Sunday is entitled to overtime pay for such work.



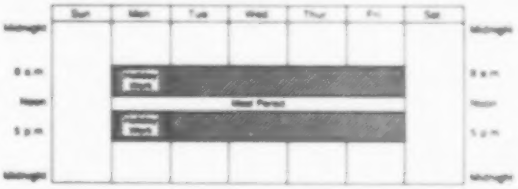
Sunday Work —Nonovertime work performed by an employee during a regularly scheduled daily tour of duty when any part of that daily tour of duty is on a Sunday.

Example: An employee with a basic workweek of Sunday through Thursday, 8:00 a.m. to 5:00 p.m., who performs work during his or her daily tour of duty (8:00 a.m. to 5:00 p.m.) on Sunday is entitled to Sunday pay for such work. On the other hand, if the employee performs work outside the hours of his or her daily tour of duty on Sunday, he or she is entitled to overtime pay for such work.



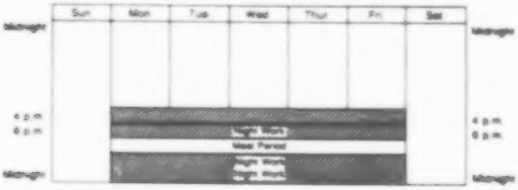
Holiday Work —Nonovertime work performed by an employee during a regularly scheduled daily tour of duty on a holiday designated in accordance with 5 CFR §610.202.

Example: An employee has a basic workweek of Monday through Friday, 8:00 a.m. to 5:00 p.m., and a holiday falls on Monday. If the employee performs work during his or her daily tour of duty (8:00 a.m. to 5:00 p.m.) on the holiday, he or she is entitled to holiday pay for such work. On the other hand, if the employee performs work outside the hours of his or her daily tour of duty on the holiday, he or she is entitled to overtime pay for such work.



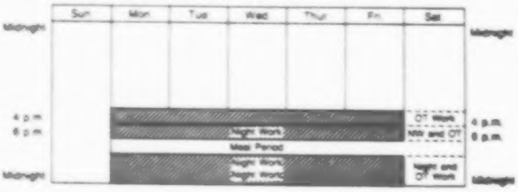
Nightwork —Regularly scheduled work performed by an employee between the hours of 6 p.m. and 6 a.m. It includes any nightwork performed by an employee as part of his or her regularly scheduled administrative workweek, including regular overtime work.

Example 1: A General Schedule employee has a regularly scheduled administrative workweek of 40 hours, Monday through Friday, 4:00 p.m. to 12:00 midnight. If the employee works his or her entire regularly scheduled weekly tour of duty, he or she is entitled to 30 hours night pay differential for nightwork performed between the hours of 6:00 p.m. and 6:00 a.m., Monday through Friday.



Example 2: A General Schedule employee has a regularly scheduled administrative workweek of 48 hours, Monday through Saturday, 4:00 p.m. to 12:00 midnight. The agency has specified that the work between 4:00 p.m. and 12:00 midnight on Saturday is regularly scheduled overtime work. If the employee works his or her entire regularly scheduled weekly tour of duty, he or she is entitled to: (1) 36 hours night pay differential for nightwork performed between the hours of 6:00 p.m. and 6:00 a.m., Monday through Saturday and (2) 8 hours of overtime pay for the regularly scheduled overtime work performed between 4:00 p.m. and 12:00 midnight on Saturday.

Note: In this example the employee is entitled to night pay differential and overtime pay for the nightwork performed during regular overtime hours on Saturday.



Appendix I: Time Spent in Principal Activities and Preshift/Postshift Activities

a. Principal Activities

(1) *Definition*. Principal activities are the activities that an employee is employed to perform. Simply stated, they are the duties of his or her position. They include all activities performed by an employee during his or her regularly scheduled administrative workweek, including regular overtime work. They also include all activities performed by an employee during a period of irregular or occasional overtime work authorized under § 550.111. (See EXHIBIT 1 for examples illustrating the distinction between time spent in principal activities and time spent in compensable preshift/postshift activities.)

(2) *Fractional Hours of Overtime Work*. The following instructions apply to the crediting of fractional hours of overtime work under title 5, United States Code, and the Fair Labor Standards Act (FLSA).

(a) *Regular Overtime Work*. It is a long-standing principle that an employer must count any time, however small, of an employee's fixed or regular working time, or periods of time he or she is regularly required to spend on assigned duties. Therefore, an employee must be compensated for every minute of work performed during his or her regularly scheduled administrative workweek, including regular overtime work.

(b) *Irregular or Occasional Overtime Work*. The prevailing private industry practice has been that periods of work outside an employee's regularly scheduled daily tour of duty are paid in fractions of a quarter of an hour. In the interest of uniformity, a quarter hour is the largest fraction of an hour to be used by agencies for calculating overtime payments for irregular or occasional overtime work. Agency policy may provide for payment for fractions of less than a quarter hour (e.g., 10 minutes, 5 minutes, etc.).

(3) *Instructions for Crediting Irregular or Occasional Overtime Work*. An agency may use one of the following administrative procedures for crediting irregular or occasional overtime work. Each of these alternative procedures meets all title 5 and FLSA requirements.

(a) Credit every minute of irregular or occasional overtime work. If an agency's operational and accounting systems permit, it may elect to pay for all time worked. Some agencies may have operating systems and computer accounting systems that permit time worked to be recorded and paid for in fractions as small as 1/100th of an hour. A system of this nature would certainly satisfy all title 5 and FLSA requirements.

(b) Limit the performance of irregular or occasional overtime work to the full increment (e.g., 15 minutes, 10 minutes, 5 minutes) used to credit that work.

(c) Round odd minutes of irregular or occasional overtime work on a daily basis.

(d) Accumulate and round odd minutes of irregular or occasional overtime work on a workweek basis.

(4) *Instructions for Rounding Odd Minutes of Irregular or Occasional Overtime Work*. If an agency provides for rounding irregular or occasional overtime work as provided in (3)(c) and (d), the following procedures must apply:

(a) The agency shall establish a fraction of an hour, equal to or less than a quarter of an hour, for crediting that work.

(b) The agency shall round down to to the next lower increment those odd minutes of work that are less than 50 percent of the fraction used to compute that work and shall round up to the next higher increment those odd minutes of work that equal or exceed 50 percent of the fraction used to compute that work. For example: If the agency establishes 15 minutes for crediting employees for irregular or occasional overtime work, 8 minutes will be rounded up and 7 minutes will be rounded down.

Note: The practice of rounding odd minutes of overtime work should average out over a period of time. As a result, employees should be fully compensated for all time actually worked.

(5) *Agencies Should Use the Same Administrative Procedure under Title 5 and FLSA*. Agencies are en-

couraged to apply the same fraction of an hour for crediting overtime work under title 5, United States Code and the FLSA. If an agency adopts the same fraction of an hour for crediting overtime work under both laws, it can avoid the administrative difficulties of maintaining two sets of accounting records to comply with the two separate provisions of law.

b. Preshift and Postshift Activities

(1) *Definitions*. A preshift activity is a preparatory activity that an employee performs prior to the commencement of his or her principal activities, and a postshift activity is a concluding activity that an employee performs after the completion of his or her principal activities. Such activities are not principal activities as defined in paragraph a.(1) (See EXHIBIT 2 for examples of activities that are normally considered preshift or postshift activities and EXHIBIT 3 for examples illustrating the distinction between time spent in compensable and noncompensable preshift/postshift activities.)

Note: Preshift and postshift activities under title 5, United States Code, are the same as preparatory and concluding activities under the FLSA.

(2) *Instructions for Determining Whether Time Spent in a Preshift/Postshift Activity is Compensable Hours of Work*. An agency shall apply the following tests to determine whether time spent in a preshift/postshift activity shall be credited as hours of work.

(a) *Is the Activity Considered Work?* If the activity is required by the agency and is closely related to the employee's principal activities, and indispensable to their performance, the activity is considered work.

(b) *Does the Activity Involve a Substantial Amount of Time and Effort?* If the total time spent in the activity will be more than 10 minutes per day, it is credited as hours of work. If an employee performs a combination of preshift/postshift activities, the agency must include the time spent in work-related activities only in applying this rule. Time spent in preliminary or postliminary activities shall not be included.

(c) *Does the Activity Meet Both Tests?* If a preshift/postshift activity is considered work and involves a substantial amount of time and effort, the time spent in that activity must be credited as hours of work in accordance with the instructions in paragraph (3), following.

(3) *Instructions for Crediting Time Spent in Preshift/Postshift Activities*. An agency must apply the following rules for crediting time spent in preshift/postshift activities as hours of work.

(a) If an agency has determined that the time spent in a preshift or postshift activity is creditable as hours of work, the agency must schedule the time period during which the employee will perform that activity.

(b) An employee must be credited only with the actual time spent in that activity during the time period scheduled by the agency. In no case may the time credited for the performance of an activity exceed the time scheduled by the agency.

(c) If the time period scheduled by the agency for the performance of a preshift or postshift activity is within the employee's daily tour of duty, the employee is not entitled to additional overtime pay for the time spent in that activity.

(d) If the time period scheduled by the agency for the performance of a preshift or postshift activity is outside the employee's daily tour of duty (or partly outside and partly within the employee's daily tour of duty), the employee must be credited with the time spent performing that activity outside the employee's daily tour of duty in accordance with one of the four administrative procedures described in paragraph a.(2)(b). The agency may consider the time spent in a preshift or postshift activity outside the employee's daily tour of duty separately or combine the time spent in that activity with time spent in irregular or occasional overtime work when applying these administrative procedures.

Note: The administrative procedures for crediting irregular or occasional overtime work, rather than regular overtime work, are used to credit periods of overtime work performed in preshift and postshift activities because preshift and postshift activities are not principal activities, and, as such, any overtime work performed in these activities would be performed outside the employee's regularly scheduled daily tour of duty.

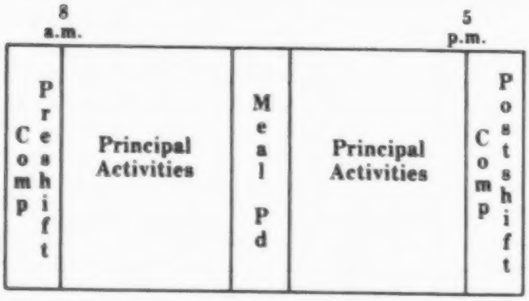
(4) *Time Spent in Preliminary/Postliminary Activities*. Time spent in preliminary or postliminary activities is excluded from hours of work. This includes (i) time spent in a preliminary activity after a compensble preshift activity and before the employee's daily tour of duty and (ii) time spent in a postliminary activity after the end of the employee's daily tour of duty and before a compensable postshift activity.

Exhibit 1: Examples Illustrating the Distinction Between Time Spent in Principal Activities and Time Spent in Compensable Preshift/Postshift Activities

EXAMPLE 1: The employee has a regularly scheduled daily tour of duty of 8:00 a.m. to 5:00 p.m. (with a one-hour meal period). The agency has scheduled the employee to perform compensable preshift and postshift activities before and after the daily tour of duty.

Principal Activities: Activities performed during the employee's daily tour of duty (8:00 a.m. to 5:00 p.m., excluding the one-hour meal period.)

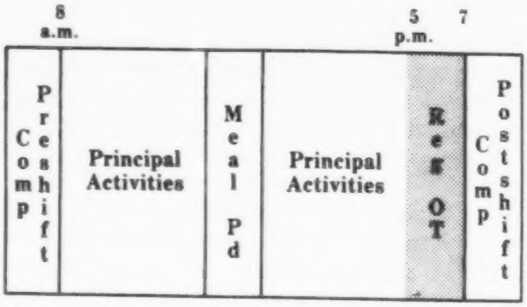
Compensable Preshift/Postshift Activities: Compensable activities performed before 8:00 a.m. and after 5:00 p.m.



EXAMPLE 2: The employee has a regularly scheduled daily tour of duty of 8:00 a.m. to 7:00 p.m. (with a one-hour meal period). The daily tour of duty includes two hours of regular overtime work during which the employee performs the principal activities of the position. In addition, the agency has scheduled the employee to perform compensable preshift and postshift activities before and after the daily tour of duty.

Principal Activities: Activities performed during the employee's daily tour of duty (8:00 a.m. to 7:00 p.m., excluding the one-hour meal period). They include activities performed during the period of regular overtime work.

Compensable Preshift/Postshift Activities: Compensable activities performed before 8:00 a.m. and after 7:00 p.m.



EXAMPLE 3: The employee has a regularly scheduled daily tour of duty 8:00 a.m. to 5:00 p.m. (with a one-hour meal period). The employee performs one-hour of irregular or occasional overtime work during which he or she performs the principal activities of the position. In addition, the agency has scheduled the employee to perform compensable preshift and postshift activities before and after the workday.

Principal Activities: Activities performed during the employee's daily tour of duty (8:00 a.m. to 5:00 p.m., excluding the one-hour meal period) *and* during the period of irregular or occasional overtime work.

Compensable Preshift/Postshift Activities: Compensable activities performed before 8:00 a.m. and after 6:00 p.m.

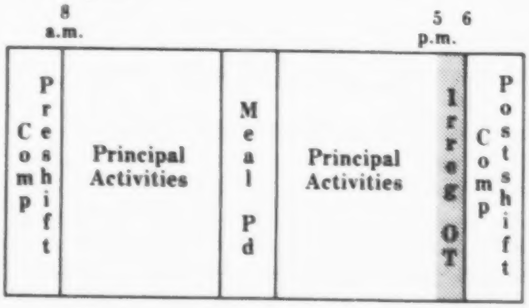


Exhibit 2: Examples of Preshift and Postshift Activities

a. Introduction

(1) Preshift and postshift activities fall into two categories:

(a) Activities that are closely related to the employee's principal activities, and indispensable to their performance. These activities are considered *work*, and if the total time spent in these activities is more than 10 minutes per day, they are compensable as hours of work.

(b) Activities that are *not* closely related to the employee's principal activities. These activities are considered *preliminary* or *postliminary* activities, and the time spent in these activities is excluded from hours of work.

(2) In addition to preshift and postshift activities, employees have performed other activities before and after their scheduled tour of duty that have been determined to be principal activities and not preshift or postshift activities. This is because these activities were considered to be among the activities the employees were hired to perform. In addition to providing examples of preshift and postshift activities, we are also providing examples of some activities that have been considered principal activities by the Congress, the courts, and the Comptroller General.

(3) The distinction between what constitutes a principal activity, what constitutes a preshift or postshift activity that is considered work, and what constitutes a preliminary/postliminary activity may be very narrow and often must be determined by relating that activity to the activities the employee was hired to perform during scheduled working hours. For example, (i) if an employee is hired to sharpen knives, the activity of sharpening a knife before scheduled working hours would be considered a principal activity, (ii) if a butcher sharpens a knife before scheduled working hours, that activity would be considered a work-related preshift activity, and (iii) if a personnelist sharpens a knife before scheduled working hours, that activity would be considered a preliminary activity because it is not related to his or her principal activities.

b. Examples of Preshift and Postshift Activities

There is no listing by category of preshift or postshift activities that are considered work and activities that are considered preliminary or postliminary activities. Whether a preshift or postshift activity is considered work or is considered a preliminary or postliminary activity depends on the facts and circumstances of each individual employment situation. Agencies may be guided by the following examples which have been drawn from the Portal-to-Portal Act, court cases, and Comptroller General decisions.

(1) The U.S. Supreme Court has determined that the following preshift and postshift activities are closely related to employees' principal activities and, therefore, considered work:

(a) sharpening knives by knifemen in a meatpacking plant before and after their daily tour of duty. *Mitchell* v. *King Packing Co.*, 350 U.S. 260 (1956).

(b) changing clothes and showering in a battery plant where the manufacturing process involves extensive use of caustic and toxic materials. *Steiner* v. *Mitchell*, 350 U.S. 257 (1956).

(2) The Court of Claims in *Baylor* v. *United States*, 198 Ct. Cl. 331 (1972) has determined that the following preshift and postshift activities performed by GSA guards were closely related to their principal activities and, therefore, considered work:

(a) drawing and returning Government-owned weapons and other equipment at designated control points.

(b) changing into and out of uniforms at designated locker stations.

Note: The results in *Baylor* were further modified by the Comptroller General in 53 Comp. Gen. 489 and 54 Comp. Gen. 11.

(3) Ordinarily, the courts have considered changing clothes by employees before and after the daily tour of duty to be a preliminary or postliminary activity. This has been the case even for employees in unusual employment situations such as a carbon paper plant and an automotive body shop where their clothing may be heavily soiled at the end of the day. The courts have considered changing clothes to be work only when extraordinary circumstances are present to make the clothes changing indispensable to the performance of their principal activities and where the changing of

clothes on the employer's premises is required by law, by rule of the employer, or by the nature of the work. For example, employees in a battery plant are required to change into special protective clothing on the premises for health and safety reasons (Steiner), or guards are required by the employer to change into and out of uniforms at their designated locker stations *(Baylor)*. On the other hand, if changing clothes is merely a convenience to the employee and not directly related to principal activities, it has been considered a preliminary or postliminary activity. Further, the Comptroller General has disallowed claims for clothes changing time when employees were permitted to change clothes at home and are not required to do so at the place of work (B–192831, April 17, 1979), or employees have the option of wearing their uniforms to and from work (B–182610, February 5, 1975 and B–156407, July 14, 1976).

(4) The following activities have been specifically described as preliminary or postliminary activities in the Portal-to-Portal Act:

> "Walking, riding, or traveling to and from the actual place of performance of principal activity or activities within the employer's plant, mine, building, or other place of employment, irrespective of whether such walking, riding, or traveling occur on or off the premises of the employer or before or after the employee has checked in or out."

(5) Other activities that have been considered preliminary or postliminary activities by the courts and the Department of Labor in the private sector under the FLSA include:

(a) punching in and out.

(b) waiting in line to check in or out.

(c) checking assignment board.

(d) opening doors and turning on lights and heat.

(e) waiting in line to receive pay checks.

(f) washing up or showering.

c. Examples of Principal Activities Performed Before or After the Scheduled Tour of Duty.

(1) The following two activities performed by employees before or after their scheduled tour of duty were found to be principal activities by the Judiciary Committee of the Senate in their report on the bill that subsequently was enacted as the Portal-to-Portal Act.

(a) oiling, greasing, or cleaning a lathe or installing a new cutting tool by a lathe operator at the commencement of a workday.

(b) reporting to work 30 minutes early by a garment worker to distribute clothing to the workbenches of other employees and to prepare machines for operation by other employees.

(2) Other activities performed by employees before or after their scheduled tour of duty that have been determined to be principal activities include:

(a) straightening material, marking sale material, and learning what material is on sale by salespersons and cashiers before the beginning of a shift, and restocking material and finishing with a customer after the end of the shift *Marshall* v. *Fabric World*, 23 WH Cases 414 [DC Ala (1977)].

(b) loading material onto trucks, fueling trucks, picking up electrical plans, and checking job locations by electricians and helpers. *Dunlop* v. *City Electric Inc.*, 527 F. 2d 394 (5th Cir, 1976).

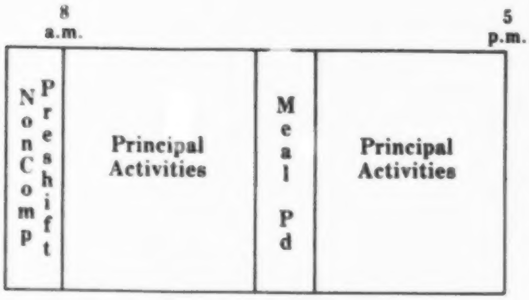
(c) reporting for scheduled roll call 15 minutes before stated tour of duty by guards to receive specific assignments and instructions. 44 Comp. Gen. 195.

Exhibit 3: Examples Illustrating the Distinction Between Compensable and Noncompensable Preshift/Postshift Activities

---

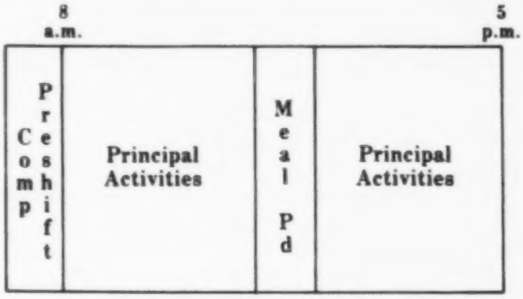
EXAMPLE 1: The employee has a regularly scheduled daily tour of duty of 8:00 a.m. to 5:00 p.m. (with a one-hour meal period). The employee performs a noncompensable preshift activity before the daily tour of duty.

> *Principal Activities:* Activities performed during the employee's daily tour of duty (8:00 a.m. to 5:00 p.m., excluding the one-hour meal period).
>
> *Compensable Preshift/Postshift Activities:* None. Time spent by the employee in the noncompensable preshift activity is excluded from hours of work.



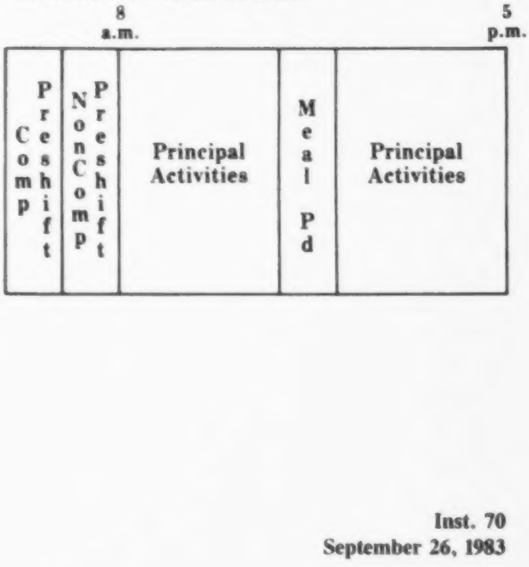
EXAMPLE 2: The employee has a regularly scheduled daily tour of duty of 8:00 a.m. to 5:00 p.m. (with a one-hour meal period). The agency has scheduled the employee to perform a compensable preshift activity immediately before the daily tour of duty.

> *Principal Activities:* Activities performed during the employee's daily tour of duty (8:00 a.m. to 5:00 p.m., excluding the one-hour meal period).
>
> *Compensable Preshift/Postshift Activities:* Time spent by the employee performing the compensable preshift activity before 8:00 a.m.



EXAMPLE 3: The employee has a regularly scheduled daily tour of duty 8:00 a.m. to 5:00 p.m. (with a one-hour meal period). The agency has scheduled the employee to perform a compensable preshift activity before the daily tour of duty. In addition, the employee performs a noncompensable preshift activity after the compensable preshift activity and before the daily tour of duty.

> *Principal Activities:* Activities performed during the employee's daily tour of duty (8:00 a.m. to 5:00 p.m., excluding the one-hour meal period).
>
> *Compensable Preshift/Postshift Activities:* Time spent by the employee performing the compensable preshift activity before 8:00 a.m. Time spent by the employee in the noncompensable preshift activity is excluded from hours of work.



Book 591

Allowances and Differentials

Contents

SUBCHAPTER S1. [RESERVED]

SUBCHAPTER S2. [RESERVED]

SUBCHAPTER S3. ALLOWANCE BASED ON DUTY AT REMOTE WORKSITES

- S3-1. Introduction
- S3-2. Legal Basis
- S3-3. Organizational Responsibilities
- S3-4. Information Required To Request an Allowance
- S3-5. Employee Eligiblity for an Allowance
- S3-6. Basic Criteria for Determining Remoteness and Allowance Rates
- S3-7. Payment of Allowance Rates
- S3-8. Adjustment in Allowance Rates
- S3-9. Periodic Review and Reports

APPENDIX A. DAILY TRANSPORTATION ALLOWANCE SCHEDULED—COMMUTING BY PRIVATE MOTOR VEHICLE

APPENDIX B. DAILY INCONVENIENCE OR HARDSHIP ALLOWANCE SCHEDULE—COMMUTING BY MOTOR VEHICLE

APPENDIX C. INFORMATION REQUIRED TO REQUEST AN ALLOWANCE

Subchapter S3. Allowance Based on Duty at Remote Worksite

S3-1. INTRODUCTION

a. **Purpose.** This subchapter provides program guidance and information for the administration of the general authority under 5 U.S.C. 5942 to pay an allowance based on duty at remote worksites, and provides guidelines and instructions for use by departments and agencies in requesting the establishment of an allowance for each remote post of duty, and paying approved allowances to eligible employees.

b. **Nature of program.** (1) The purpose of the law, and the regulations and guidelines established to implement the law, is to provide some compensation to employees in recognition of the extraordinary expense, inconvenience, or hardship involved in commuting long distances to a post of duty that is remote from the nearest established community or suitable place of residence. Moreover, the factors of expense, inconvenience, and hardship, as they may exist in connection with commuting to a remote post of duty, must be appreciably greater than that experienced by employees who commute to work in metropolitan areas throughout the country.

(2) It is not the intent of this allowance program to pay an allowance for commuting to duty posts that are within or near metropolitan areas, developed urban areas, or other established communities (determined by the Commission to be cities generally of 5,000 population or more). Refer to section S3-6 for more information on duty post exclusions and the criteria established for determining remoteness of a duty post.

(3) The statute does permit establishment of an allowance where employees are required by agency management to remain at a remote post of duty for the workweek because conditions such as location and transportation make it impractical to commute on a daily basis.

(4) It should be noted, however, that the law does not permit establishment of an allowance for remoteness as such, or for situations where employees may live either permanently or temporarily at or near a remote post of duty and may have to travel long distances to avail themselves of consumer services.

(5) An allowance under this program will not be paid for, nor will an allowance rate reflect, any expense, hardship, or inconvenience that may be encountered by an employee while on duty. This allowance program is intended to provide some compensation for expense and difficulty factors involved in daily or other commuting to and from work which normally is accomplished outside of the employee's scheduled tour of duty and in a nonpay status.

S3-2. LEGAL BASIS

Section 5942 of title 5, United States Code, is the basic statutory authority for payment of an allowance based on duty at remote posts. The Civil Service Commission has been designated as the President's agent to administer the statute by Executive Order 11609 of July 22, 1971.

S3-3. ORGANIZATIONAL RESPONSIBILITIES

a. **Commission responsibility.** The Civil Service Commission is responsible for administering the program and carries out the staff and operating functions involved in:

(1) Developing and issuing basic policies, procedures, and instructions for the program;

(2) Establishing, adjusting, and discontinuing allowance rates;

(3) Specifying the remote posts of duty for which an allowance may be paid;

(4) Determining the conditions under which any allowance may be paid;

(5) Designating the groups of positions to which an authorized allowance applies.

b. **Where to send requests.** Within the Commission, the Bureau of Policies and Standards is the staff office responsible for the program. Requests to establish or adjust an allowance rate, or for program information, should be sent to: Director, Bureau of Policies and Standards, United States Civil Commission, 1900 E Street, NW., Washington, D.C. 20415.

c. **Departments and agencies.** (1) Agencies are responsible under this program for:

(a) Preparing requests for action by the Commission for the establishment or adjustment of an allowance for each remote duty post;

(b) Advising the Commission in a timely manner of any changes in duty post or commuting conditions, or other factors, that may affect an existing allowance authorization.

(2) In addition, each agency, as part of its responsibility for effective personnel management, should take positive steps to eliminate, reduce, or minimize, to the extent permissible and feasible, any extraordinary expense, inconvenience, or hardship that may be associated with or stem from employment at a remote post of duty. This includes such activities as the following:

(a) Arranging work schedules or work conditions in such a way that the maximum number of employees can take advantage of transportation, administrative support, and other essential services;

(b) Cooperating and coordinating with other agencies, or organizations of the same agency, with employees at the same remote duty post, in arranging work schedules and the like to benefit the maximum number of employees;

(c) Contacting State or local road authorities to seek needed improvements for those roads used by employees to reach a remote post of duty;

(d) Arranging transportation services. This includes such actions as:

- Encouraging the establishment or improvement of private or public transportation services to the worksite;
- Providing car pool locator services;
- Making cost/benefits analyses of providing Government transportation as compared to paying a transportation expense allowance under this program. It should be noted in this connection that agencies may legally provide normal residence-to-work commuting transportation only when specifically authorized through an appropriation act or through other specific authorization. (See 31 U.S.C. 638a.) The intent here is to point out that there may be significant cost/benefits to be derived from the Government providing transportation, as compared to paying a transportation allowance under this program, and that this should be explored on a cost/benefit basis. If the authority already is available to an agency to provide transportation then it should be used where cost comparisons warrant, and if authority is not available, then it may be desirable to obtain it.
- Encouraging the building of suitable housing within a reasonable commuting distance from the duty post, and the establishment of or improvement in consumer services and facilities in communities surrounding the duty post.

S3–4. INFORMATION REQUIRED TO REQUEST AN ALLOWANCE

a. **General.** Once it has been determined that a post of duty may warrant consideration for establishment of an allowance under this subchapter, certain basic information, as outlined in appendix C, is required in support of a request. This information pertains to such factors as commuting distances and time; conditions encountered while traveling; available transportation, housing, and consumer services; and location of posts of duty and communities surrounding the duty posts. The information requested is essential for the Commission to reach a judgment that the facts and conditions which exist in connection with commuting to a remote post of duty are such that an allowance can be approved under this subchapter.

b. **Submission of requests.** (1) Each request for establishment of an allowance under this subchapter must be submitted to the Commission through agency headquarters offices.

(2) Where more than one agency is involved, a request must be submitted separately by each agency having employees with a permanent duty station at the remote post of duty.

(3) Where more than one agency is involved, each agency will be identified in the request package submitted to the Commission. (Identification is all that is required; there is no need to provide any information for that agency.)

(4) Where more than one component of the same agency is involved at the same post of duty, the information should be consolidated; however, if conditions differ significantly so as to warrant individual analysis the information should be supplied separately for each organizational component.

(5) It is expected, where more than one organization or agency is involved, that preparation of a request will be coordinated among all organizations in order to assure that there is timely submission of information from all agencies and to eliminate unnecessary duplication of effort and information.

S3–5. EMPLOYEE ELIGIBILITY FOR AN ALLOWANCE

a. **Employees covered.** Except as provided in paragraph b, below, an allowance, as prescribed by the Commission for each remote post of duty, will be paid to all Federal civilian employees of any Federal agency with a permanent duty station at or within the identified remote post of duty, except for permanent or temporary residents at the worksite and foreign nationals employed at remote posts of duty in foreign countries. This applies to all employees regardless of type of appointment or work schedule. Any special restrictions on eligibility for an allowance at a specific duty post will be stated in the authorizing document published by the Commission for each remote post of duty.

b. **Agencies covered.** This subchapter applies to executive departments as defined in section 101 of title 5, United States Code, and to independent establishments as defined in section 104 of title 5, United States Code, but does not apply to Government corporations as defined in section 103 of title 5, United States Code. This excludes employees of such organizations as the U.S. Postal Service and the Tennessee Valley Authority.

c. **Permanent duty station.** As stated in paragraph a, above, to be eligible an employee must have a permanent duty station at or within a remote post of duty designated by the Commission. An employee's permanent duty station generally is considered to be the place at which the employee ordinarily is required to spend the greater part of his working time. Under decisions of the Comptroller General, authority does not exist to designate a location as an employee's permanent duty station without regard to this factor. (See 31 Comp. Gen. 289; 32 id 87; id 161.)

d. **Terminology.** In connection with identification of an employee's permanent duty station, the terms *official station*, *post of duty*, and *duty post*, mean one and the same. With respect to remote locations, the post of duty is the reservation, station, or established area, or if large reservations, the established subdivision thereof having definite boundaries within which the designated post of duty is located. This terminology is consistent with that of the Standardized Government Travel Regulations.

S3–6. BASIC CRITERIA FOR DETERMINING REMOTENESS AND ALLOWANCE RATES

a. **General.** (1) The intent of the statute is to provide some compensation to employees in recognition of the extraordinary expense, hardship, or inconvenience that may be associated with the need to travel substantial distances from the nearest established community or suitable place of residence to a remote post of duty. The program does not accommodate payment of the entire expense associated with ownership of or use of a particular form of transportation in commuting to a remote duty post. In addition, there is no basis for accommodating the personal choice of employees who elect to use private transportation when public or Government-sponsored transportation is available at lower cost, or who elect to live in communities that are greater distances away when there are established communities closer to the duty post.

(2) It should be clearly understood that the criteria for determining remoteness excludes from allowance consideration the following because they would not meet the remoteness criteria:

(a) Any post of duty within the boundary of any metropolitan area, developed urban area, or community of sufficient size to provide adequate consumer facilities; and

(b) Any post of duty within 50 miles of the center of, or other appropriate point for large cities or areas, any metropolitan area, developed urban area, or community of sufficient size to provide adequate consumer facilities.

(c) Paragraphs 2(a) and (b) generally exclude any duty post within the boundary of or within 50 miles of any city of 5,000 or more population. Any city of this size or larger is considered to be an established community with adequate consumer facilities for purposes of computing the distance to a post of duty to determine if the 50-mile minimum distance is met. This does not mean, however, that a community of less than 5,000 population automatically is determined to be an unsuitable place of residence for remoteness determination purposes. Each community will be evaluated on an individual basis to determine its suitability as a place of residence for this purpose.

(3) In determining the allowance rates to be authorized, the Commission takes into account the fact, recognized in the legislation, that employees who work in and around metropolitan areas throughout the country also are subject to considerable travel time, inconvenience or hardship, and expense in commuting to their places of employment. Further, that these aspects of metropolitan commuting must be considered as offsetting factors in determining whether a duty post is remote, and if so, the allowance rates to be approved for commuting to such remote posts of duty.

b. **Basic criteria for determining remoteness.** (1) The criteria in the following paragraphs will guide agencies in determining whether a remote post of duty may qualify for an allowance and thus warrant preparation of a request to the Commission for allowance consideration. Except in extraordinary situations, requests should not be sent to the Commission if a remote duty post does not meet the minimum criteria specified. Where a remote duty post does not meet the minimum criteria but because of extraordinary commuting conditions, in the judgment of agency management the duty post should receive allowance consideration, a request may be submitted following the outline in appendix C. In addition, the extraordinary conditions should be clearly identified and thoroughly explained in the request.

(2) *Daily commuting by motor vehicle.*

(a) *Minimum distance.* This relates to the travel distance, in miles over the most direct route, between the nearest established community or suitable place of residence and the remote post of duty. An allowance rate will not be authorized unless the post of duty is at least 50 miles or more, one way, from the nearest established community or suitable place of residence.

(b) *Inconvenience and hardship.* This relates to the amount of time required to travel to the remote duty post, and the conditions encountered in making the trip. An allowance rate to compensate for these factors will not be considered unless the travel time normally exceeds one hour, one way, between the nearest established community or suitable place of residence and the remote post of duty.

(3) *Where daily commuting is not required.* A post of duty will be considered as remote for allowance consideration purposes where factors such as location, terrain, weather, or transportation make it impractical for employees to commute daily and thus are required by agency management to remain at the duty post for the workweek or a substantial part of the workweek as a regular condition of employment. In these situations employees typically commute, i.e., travel, from their homes to the duty post at the start and finish of the workweek.

(4) *Other commuting situations.* The minimum requirements outlined in subparagraphs (2) and (3) above do not apply where daily commuting is by boat, aircraft, or unusual conveyance, and do not apply to duty posts outside the 50 United States. Where these may be the basis for allowance consideration, the minimum conditions of eligibility will be based on the facts and circumstances for the particular duty post. Further, the minimum requirements may be modified by the Commission if warranted because of extraordinary commuting conditions associated with a remote post of duty.

c. **Allowance rates.** It should be noted that $10 a day is the maximum allowance which may be paid under the statute. Although an allowance may be based on more than one factor, any one of which may amount to as much as $10, the total daily allowance for all factors combined may not exceed the $10 statutory limit.

(1) *Transportation expense—daily commuting by motor vehicle.*

(a) *Bus service.* This includes passenger vehicles where a fee is charged for use, and may be public or Government provided transportation. Where bus service is available, the allowance for transportation expense is the cost of the service minus a cost factor for public transportation service in metropolitan areas. The metropolitan area public transportation round trip cost factor is 70 cents. This cost will be deducted from the cost of the bus service to the remote worksite. For example, if the total charge for round trip service is $2 a day, the transportation expense allowance would be $1.30 a day. If, however, an agency should provide transportation without charge, then a transportation expense allowance would not be paid to employees.

(b) *Private motor vehicle.* An allowance schedule, showing the daily transportation expense rate to be paid under the distances and conditions described, when commuting by private motor vehicle, is in appendix A to this subchapter.

(2) *Inconvenience and hardship.* An allowance rate to compensate for these factors will not be considered unless the travel time normally exceeds one hour, one way, between the nearest established community or suitable place of residence and the remote post of duty.

(a) *Land travel by motor vehicle.* An allowance schedule, showing the daily rates to be paid under the time factors and conditions described, is in appendix B to this subchapter.

(b) *Other commuting situations.* Where commuting is by boat, aircraft, or unusual conveyance, or under extraordinary conditions by motor vehicle, or involving factors or conditions unique to the duty post, the Commission will set the allowance rate based on the facts and circumstances on an individual duty post basis.

(3) *Where daily commuting is impractical as under paragraph b(3) above.*

(a) The Commission may authorize an allowance rate, the amount to depend on facts and circumstances, to cover such factors as miscellaneous expenses, living conditions that exist at the duty post, or inconvenience or hardship that may be associated with this type of employment environment. In addition, where employees are required to pay a fee for lodging, meals, or other services at the remote post of duty, an allowance rate will be authorized to at least equal the amount charged for the use of facilities and services.

(b) On days when operational or workload demands, weather conditions, or other situations result in employees reporting to or remaining at the post of duty substantially beyond normal arrival or departure time, the maximum daily allowance rate of $10 will be paid.

(4) *Other commuting situations.* If a duty post is determined as being eligible for allowance consideration under paragraph b(4), above, the daily allowance rate will be based on such factors as mode of transportation, expenses, commuting conditions, distance and time, inconvenience, hardship, or unique factors or conditions associated with the post of duty.

S3-7. PAYMENT OF ALLOWANCE RATES

a. **General.** (1) The Civil Service Commission, in the document published to authorize an allowance for each remote post of duty, will specify any special conditions that must be met before agencies may pay an allowance to employees.

(2) Payment of an allowance to an employee generally is conditioned on the employee actually incurring unusual expenses in commuting to a remote post of duty, or being subject to extraordinary inconvenience or hardship. Accordingly, when an employee does not, on any day, encounter such expense, inconvenience, or hardship the allowance will not be paid to him for that day, except as may be provided under the special provisions of paragraph c, below.

b. **Basis for payment.** (1) Allowance is earned on a daily basis and only for those days on which the employee commutes to the remote post of duty, or remains at the post of duty as under paragraph b(3) of section S3-6.

(a) Except as may be provided under the special provisions of paragraph c, below, an allowance will not be paid for days when the employee is absent from his permanent duty station. For example, on annual or sick leave; temporary assignments on detail, training, or in travel status; holidays or other nonworkdays established by executive or administrative order.

(b) An employee who normally commutes on a daily basis will not be disqualified from receiving an allowance if he is required officially to remain overnight at the post of duty, for one or more days on a temporary basis, because of the schedule of operations or nature of assigned work. In this event, the allowance for each day will be paid as though the employee had commuted on a daily basis.

(c) An employee who is paid an allowance because of the requirement to remain at the remote post of duty for the workweek will not be disqualified from receiving an allowance if he is required officially to remain away from the post of duty, for one or more days on a temporary basis, provided he is required to continue to pay a fee for lodging, meals, or services at the remote post of duty during the period of absence.

(d) An employee who becomes entitled to a higher allowance rate will be paid the higher rate for each day for which the rate is earned. For example, an employee may be paid an allowance based on using Government-provided transportation. Because of a work schedule change he must commute by private vehicle for which a higher allowance rate is authorized. The employee is entitled to the higher rate for each day for which he must commute by private vehicle.

(e) An employee who resides permanently at a remote post of duty, or an employee who resides temporarily for his own convenience, is not eligible for an allowance.

(2) *When commuting daily by motor vehicle.*

(a) Allowance will be paid at the lowest rate commensurate with available transportation. For example, where bus service is available, the transportation expense rate is limited to the cost of the service even though employees may elect to commute by private motor vehicle. A rate authorized for commuting by private motor vehicle may not be paid unless the employee's officially established work schedule precludes use of other transportation service.

(b) Inconvenience or hardship parts of an allowance rate are paid for each day the employee actually travels to the duty post regardless of eligibility for transportation expense part of an allowance rate.

(c) Appendix A shows the allowance rates to be authorized for commuting by private motor vehicle to a remote post of duty. The schedule includes a factor to compensate for transportation expense under the distances and conditions described.

(3) *When daily commuting is not required under S3–6b(3).*

(a) Allowance is earned on a daily basis and covers each entire calendar day (midnight to midnight) the employee stays at the post of duty for the convenience of the Government.

(b) When an employee stays only part of a calendar day, the allowance for the day will be one-fourth of the rate set for a full day for each quarter day, or fraction of a quarter day.

(c) On the day of arrival at and departure from the duty post, the time for which the daily rate will be computed will be based on the following:

(i) On the outgoing trip, starting with the normal departure time from the usual point of origin;

(ii) On the return trip, ending with the actual arrival time at the usual point of arrival.

(d) Where operational or workload demands, weather, or other conditions beyond the control of employees result in employees reporting to or remaining at the post of duty substantially beyond normal arrival or departure time, the maximum daily allowance rate of $10 will be paid for each day, or part of a day, the employee may arrive early or be detained.

c. **Special provision for averaging allowance rate payments.** (1) As a matter of administrative convenience, an allowance rate, otherwise earned on a daily basis, may be paid on an average daily basis by taking into consideration the number and frequency of noncommuting days over a period of time. Noncommuting days for this purpose are regular workdays during which the employee is in a pay status but on which the employee is absent from the remote post of duty. This would include, for example, annual leave; sick leave; holidays; or temporary assignments for a day or two on detail or in a training status if they occur with reasonable frequency.

(2) Under this optional payment method, the average daily allowance rate would be somewhat lower than the allowance rate that would be paid only for each actual commuting day. The allowance, however, would be paid for every day the employee was in a pay status. The allowance would be terminated for any days in a nonpay status or during extended absences that were not considered in the averaging during the period, for example, jury duty or extended sick leave.

(3) The following will illustrate the effect of using this optional average payment method:

- Assume that an allowance rate of $2 a day would be authorized for a remote worksite.
- Full-time employee's pay is based on a 260-day work year.
- From the 260 days, an *average* number of noncommuting but otherwise paid workdays could be deducted as follows:

	Days
Annual leave	20
Sick leave	7
Holidays	9
Total	36

- The 36-day *average* would be deducted from the 260-day work year leaving a total of 224 days. In this example, 224 would be the typical number of days the average employee actually commutes during a year. Since the allowance rate is $2 a day, the annual total would be $448 (224 x $2). This would be the total annual allowance if it were paid only for those days the employee actually commuted.

- To average the payment, however, the $448 annual total would be divided by the 260-day work year. This would equal a daily allowance rate of $1.74, and this rate would be paid for every paid workday including the typical noncommuting days. Using this optional payment method minimizes payroll changes and records involved in keeping track of employees on a daily basis.

(4) Agencies will have to determine which method of payment, i.e., daily or optional, is most appropriate for each remote duty post for which the Commission approves an allowance. If the optional method is selected, the agency will have to determine the average number of noncommuting days to be deducted, and the time period involved, e.g., three months, six months.

d. **Method of payment.** Agencies will establish whatever administrative procedures are necessary to determine employee eligibility for an allowance rate, or portion of a rate, on a daily basis or under the optional payment method. Whether allowance payments are made on a biweekly or other basis is a matter for agency determination based on applicable financial management considerations.

S3–8. ADJUSTMENT IN ALLOWANCE RATES

a. As indicated in section S3–3, the Commission establishes the allowance rate to be paid for each specified remote post of duty and the rate may not be adjusted without prior approval of the Commission.

b. When an agency believes a rate change is warranted for a particular duty post, a request must be submitted which includes a complete explanation of the reasons for the suggested change, supporting cost information as appropriate, and a recommended rate.

S3–9. PERIODIC REVIEW AND REPORTS

a. **Periodic review.** For each location for which an allowance is approved, agencies will be required under Commission direction to review periodically, but no less than once a year, the basic facts and conditions that formed the basis for the approval action. This review would normally include the following:

(1) Commuting conditions, such as availability of transportation service, either public or Government-provided, condition of roads;

(2) Suitable housing or community services and facilities, such as availability of housing closer to the duty post, improvements in or establishment of consumer services or facilities in communities surrounding the duty post;

(3) Any and all aspects of working conditions, subject to administrative control, to assure that all feasible measures have been taken to minimize or eliminate any conditions contributing to substantial expense, hardship, or inconvenience associated with employment at a remote worksite. The approval of an allowance under this subchapter is not intended as a substitute for positive management action to minimize any adverse conditions of employment at remote posts of duty.

b. **Notice to the Commission.** As events or changes come to their attention, agencies are required to notify the Commission, as promptly as possible, of the following:

(1) Significant changes in employment levels;

(2) Opening or closing any posts of duty at a location or area already covered by an approved allowance. This excludes: Any temporary actions, i.e., 90 days or less; situations where employees travel to a new duty post on official time; situations where employees are paid transportation or per diem allowances under GSA travel regulations.

(3) Significant changes in conditions affecting commuting, e.g., improvements in road conditions, availability or improvement of bus service;

(4) Significant changes in housing, quantity or quality, in locations closer to the duty post;

(5) Significant changes in availability of consumer services or facilities in communities closer to the duty post;

(6) Any other changes or conditions that may have an influence on the authorized allowance.

c. **Special reports.** The Commission may, from time to time, request special reports on the application of the remote post of duty allowance program to a selected duty post. Therefore, agencies should maintain whatever records are reasonable, and which show the subjects or items evaluated and conclusions reached as a result of the at least annual review, or other reviews or actions, as outlined in paragraphs a and b above.

Appendix A of Subpart C. Daily Transportation Allowance Schedules, Commuting Over Land by Private Motor Vehicle to Remote Duty Posts

→Schedule I. Effective January 8, 1971 through July 12, 1975.←

Round trip distance in excess of 50 miles	*Degree A commuting conditions*	*Degree B commuting conditions*	*Degree C commuting conditions*
Up to 9 miles	$0.20	$0.22	$0.24
10 to 19	.70	.77	.84
20 to 29	1.20	1.32	1.44
30 to 39	1.70	1.87	2.04
40 to 49	2.20	2.42	2.64
50 to 59	2.70	2.97	3.24
60 to 69	3.20	3.52	3.84
70 to 79	3.70	4.07	4.44
80 to 89	4.20	4.62	5.04
90 to 99	4.70	5.17	5.64
100 to 109	5.20	5.72	6.24
110 to 119	5.70	6.27	6.84
120 to 129	6.20	6.82	7.44
130 to 139	6.70	7.37	8.04
140 to 149	7.20	7.92	8.64
150 to 159	7.70	8.47	9.24
160 to 169	8.20	9.02	9.84
170 and over	8.70	9.57	[1] 10.00

→Schedule II. Effective on or after July 13, 1975.

Up to 9 miles	$0.30	$0.32	$0.34
10 to 19	1.05	1.12	1.19
20 to 29	1.80	1.92	2.04
30 to 39	2.55	2.72	2.89
40 to 49	3.30	3.52	3.74
50 to 59	4.13	4.32	4.68
60 to 69	4.80	5.12	5.44
70 to 79	5.55	5.92	6.29
80 to 89	6.30	6.72	7.14
90 to 99	7.05	7.52	7.99
100 to 109	7.30	8.32	8.84
110 to 119	8.55	9.12	9.69
120 to 129	9.30	9.92	[1] 10.00
130 to 139	[1] 10.00	[1] 10.00	10.00
140 to 149	10.00	10.00	10.00
150 to 159	10.00	10.00	10.00
160 to 169	10.00	10.00	10.00
170 and over	10.00	10.00	10.00←

[1] Under the statute, $10 a day is the maximum allowance.

Degree A commuting conditions. Good paved roads; climatic conditions cause intermittent driving difficulty.

Degree B commuting conditions. Roads typically fair but may be good for part of distance or may be unpaved for short distance; climatic conditions during part of a season, in relation to terrain, contribute to additional cost.

Degree C commuting conditions. Fair to poor roads; unpaved for part of distance, or travel over open range; hilly or mountainous terrain; climatic conditions during most of a season contribute to additional cost.

Explanatory notes

1. This allowance schedule will be used by the Commission in fixing the daily transportation rate to be paid to each employee who must commute to remote duty posts by private motor vehicle. For certain remote duty posts, as stated in section S3-6, paragraph c, the Commission will set the allowance rate based on facts and circumstances associated with each duty post and will not necessarily use appendix A rates.

2. The schedule is used as follows: The total distance from the nearest established community to the remote worksite and return to the community (round trip) will be computed; from the total round trip distance, 50 miles will be deducted; the remaining mileage will be matched with one of the distance categories shown in the first column. In addition, commuting conditions associated with the duty post will be compared with the three degrees of difficulty as described. The combination of the two (mileage category and degree of commuting conditions) will determine the daily transportation allowance rate. For example, if the remaining mileage (after deducting the 50 mile minimum) was 53 miles and degree B conditions applied, the daily rate would be $2.97.

3. Refer to appendix B to determine the daily rate to be paid for inconvenience or hardship. It should be noted that while a combination of appendix A and appendix B rates could result in an allowance otherwise totaling more than $10 a day, the law limits the maximum allowance to $10 a day.

Appendix B. Daily Inconvenience or Hardship Allowance Schedule, Commuting Over Land by Motor Vehicle to Remote Duty Posts

Round trip time in excess of 2 hours	*Degree A commuting conditions*	*Degree B commuting conditions*	*Degree C commuting conditions*
Up to 15 minutes	$0. 50	$0. 63	$0. 75
16 to 30	1. 00	1. 25	1. 50
31 to 45	1. 50	1. 88	2. 25
46 to 60	2. 00	2. 50	3. 00
61 to 75	2. 50	3. 13	3. 75
76 to 90	3. 00	3. 75	4. 50
91 to 105	3. 50	4. 38	5. 25
106 to 120	4. 00	5. 00	6. 00
121 to 135	4. 50	5. 63	6. 75
136 to 150	5. 00	6. 25	7. 50
151 to 165	5. 50	6. 88	8. 25
166 to 180	6. 00	8. 13	9. 00

Degree A commuting conditions. Good paved roads; climatic conditions, in relation to type and quality of vehicle, cause minimal discomfort during trip.

Degree B commuting conditions. Roads typically fair, but may be good for part of distance and possibly unpaved for short distance; climatic conditions during part of a season, in relation to type and quality of vehicle, result in moderate discomfort during trip.

Degree C commuting conditions. Fair to poor roads, unpaved for part of distance; climatic conditions during most of a season, in combination with such factors as type and quality of vehicle and terrain, result in unusual discomfort during trip.

Explanatory notes

1. This allowance schedule will be used by the Commission in fixing the daily rate to be paid to each employee for the inconvenience or hardship involved in commuting over land by motor vehicle to remote duty posts. This schedule is applicable if the vehicle is public or Government-provided or if privately owned. For certain remote duty posts however, as stated in section S3–6, paragraph c, the Commission will set the allowance rate based on facts and circumstances associated with each duty post and will not necessarily use appendix B rates.

2. The schedule is used as follows: The total time involved in traveling from the nearest established community to the remote worksite and return to the community (round trip) will be computed; from this total round trip time, two hours will be deducted; the remaining time will be matched with one of the time categories shown in the first column. In addition, commuting conditions associated with the duty post will be compared with the three degrees of difficulty as described. The combination of the two (time and degree of commuting conditions) will determine the daily inconvenience or hardship rate. For example, if the remaining travel time (after deducting the two-hour minimum) was 25 minutes and degree B conditions applied, the daily rate would be $1.25.

3. Refer to appendix A to determine the daily rate to be paid for transportation expense when commuting by private motor vehicle. It should be noted that while a combination of appendix A and appendix B rates could result in an allowance otherwise totaling more than $10 a day, the law limits the maximum allowance to $10 a day.

Appendix C. Information Required To Request an Allowance Based on Duty at Remote Worksites

a. **General.** (1) This appendix outlines the information that must be submitted to the Commission by agencies that wish to request that an allowance be established for remote posts of duty based on subpart c of part 591 of the Commission's regulations and subchapter S3 of book 591, of this supplement.

(2) It is recognized that there may be significant variation in the facts and conditions which pertain to individual remote posts of duty. For example, some reservations may cover a large geographic area while others may be quite small; some reservations may have several duty stations within the total complex while others may have but one duty station; there may be alternate routes available to reach some duty posts but only one route for other locations. In providing the required information, the outline below may not fit every post of duty; however, the request package must provide complete and descriptive information about the facts and conditions as they do exist following the outline as closely as applicable. For any duty post where security requirements prohibit documenting any of the required information, this fact should be stated in the request along with instructions on how the information can be obtained within the framework of security requirements.

(3) Requests should be sent to: Director, Bureau of Policies and Standards, United States Civil Service Commission, 1900 E Street, NW., Washington, D.C. 20415.

b. **Required information.** Some of the information, as outlined below, can be provided by supplying with the request package one or more maps of the post of duty and the geographic area surrounding the worksite. For some information items for some posts a detailed map will supply all that is needed; however, it may be necessary to supplement the map with descriptive narrative facts and figures. For some duty posts the road maps typically available from auto service stations will not be adequate because they do not provide sufficient detail. Thus, maps from other sources should be obtained in order to determine which one or ones provide the greatest detail about the post of duty and the area surrounding the post.

(1) *The post of duty.*

(a) Identify the geographic location of the duty post by State and county, or other identification if outside the United States.

(b) If the reservation includes more than one duty station, identify by name and location each duty station where employees are assigned on a permanent basis, i.e., those duty posts that are officially designated as the employees' permanent duty station.

(c) *Status of the post of duty, i.e., permanent or temporary, date of establishment, estimated date of closing.* If the duty station is new, planned, or to be closed at some future date, provide information about the timing of any planned build up or phase down or termination.

(d) *Facilities and services at the duty post.* Describe the nature and extent of the following facilities and services at the post of duty. If something is planned for the future, provide the estimated date of availability. Describe also any conditions that limit availability of facilities or services to Federal civilian employees.

- *Housing:* State the number of units and type of housing available to Federal civilian employees; number of Federal civilian employees residing at the post of duty; cost to Federal civilian employees.

best copy available

Reproduced from poor document.

- *Shopping:* Food, clothing, and other consumer shopping facilities or services and whether private or Government operated available to Federal civilian employees.
- *Other:* Identify and describe other facilities or services available to Federal civilian employees at the duty post such as recreation, and the cost of the service.

(2) *Employment at the post of duty.*

(a) *Federal civilian employment.* Number of employees by grade level and pay system at each permanent duty station. If employment levels vary for some reason during the year, show the employment level variation, the dates of occurrence, and the reasons for the variation.

(b) Number of military personnel at each duty station.

(c) Number of private contractors or other non-Federal employees at each duty station.

(3) *Allowances or differentials.* Identify the nature and amount of any allowance or differential that is currently being paid to those personnel identified in subparagraphs (2)(a), (b), and (c), above. Information is required only about any allowances or differentials paid only because of duty at the post, and should include the basis for the payment, e.g., mileage, hardship, hazard duty. For Federal wage employees (FWS), identify the wage schedule used for basic pay rates.

(4) *Local communities and housing.*

(a) Identify the location of each city, town, or community, whether incorporated or not, within the commuting area surrounding the post of duty. This includes the identification of housing developments or house trailer parks that may not otherwise be identified by name on a map of the area. Show the general population of each location identified and the number of employees with a duty station at the remote post who live in each location identified.

(b) Describe for each location identified in (a) above the availability and adequacy of such consumer services or facilities as shopping facilities (food, clothing, etc.), medical care, schools, and other consumer services such as recreation.

(c) Describe available housing, or trailer space, for each location identified in (a) above in terms of quantity and quality. Quality of housing will be based on the extent to which the unit meets or exceeds established local housing or building code standards, or where no local code exists, on the model code for the area.

(d) In describing the availability and adequacy of consumer facilities, services, and housing in a location, it should be kept in mind that the information will be used to form a judgment on whether that location can be considered as an established community or suitable place of residence. A decision on whether a specific location (city, town, etc.) is an established community or suitable place of residence is one of the key decisions that must be made in order to determine if a duty post meets the remoteness criterion outlined in section S3–6. Under this program, remoteness of a duty post for basic allowance consideration purposes, where daily commuting is required, is based on the distance (50-mile minimum) between the duty post and the nearest established community or suitable place of residence.

(e) The availability of or lack of any specific consumer service or facility would not necessarily result in either acceptance or rejection of a location as being suitable for remoteness determination purpose. Each community or location must be evaluated in its entirety, in addition to evaluating its individual consumer services and facilities, in reaching a judgment on its suitability.

(f) An agency should include in its request a recommendation on the suitability of each location or community for remoteness determination purposes. For any location or community that in an agency's judgment should be considered as not suitable, the recommendation should include a thorough explanation of the reasons for reaching this conclusion. It should be noted that in accordance with the Commission's regulations on this program, any community of 5,000 or more population generally is considered to be a suitable established community for computing the distance to a post of duty for remoteness determination purposes.

(5) *Commuting conditions.*

(a) For each location identified in subparagraph (4)(a) above, show the distance in road miles, to the nearest mile, between each location and the post of duty. For each location, the distance shall be computed from the approximate center of the city or town, or in the case of a large city, from another appropriate point within the city that is reasonably related to the direction of travel to the post of duty. Where the center of the city is not used as the computation point, the location selected must be identified and an explanation of the reasons for selecting that location must be provided.

(b) From each location identified in (a) above, identify by name, route number, or the like, and describe the road or roads over which employees do or would commute to the post of duty in terms of type of surface, general characteristics, terrain, maintenance, and the like. Where road conditions change over the entire distance, provide the number of miles involved in each condition described.

(c) Describe climatic conditions and related factors that exist which affect travel over the road or roads that employees do or would use in traveling to the post of duty. Typical climatic conditions must be described for a full year, or other time period if the duty post is only operational for part of a year, in order to understand seasonal variations. The description must include the following:

(i) Type of condition, e.g., rain, snow, wind, sand, cold, heat.

(ii) Severity and extent, i.e., how much rain, how hot; how long does condition persist; how frequently does condition occur.

(iii) Seasonal variation, i.e., the time periods during the year when the conditions described above exist in terms of month and time of month. It is recognized that this time information will be approximate. One important point to focus on is the time periods during which climatic conditions or other factors become so intense as to materially affect the expense, difficulty, or time involved in traveling to the remote post of duty.

(6) *Transportation.*

(a) *General.* In paragraph (5) information is requested about distance between the duty post and surrounding communities. In this paragraph, information is requested about the time required to travel the distance using different forms, if available, of transportation. If the time required differs significantly during certain times of the year because of climatic or other conditions, the time variation must be shown in relation to the information requested in paragraph (5)(c) above. Where possible, the time should be based on the actual time required over several trips under varying conditions.

(b) *Public transportation.* It is assumed that if public transportation is available, a bus is the most likely vehicle to be used. The following information is required for bus service:

- Name of company; type and quality of equipment; point of origin, i.e., city or other location;
- Route taken to the duty post if different from information provided in paragraph (5)(b);
- Average travel time to the duty post, taking into consideration number of pickup stops, traffic conditions, route taken, etc.;
- Cost daily one way, and round trip if there is a reduced fare for round trip service, or

reduced rates for weekly or monthly service;

- Number of Federal employees using the service.

(c) *Government-provided transportation.* This includes any form of transportation provided by or on behalf of a Federal agency, either free, on a charter basis, or subsidized in some way.

(i) *Bus.* If bus service is provided or available, provide the same information as requested in (b) above.

(ii) *Automobile, including station wagon and special purpose vehicles*
—Identify type of equipment;
—Cost on a daily basis to Federal employees;
—Number of Federal employees using the service;
—Location of residence (city, town, etc.) of Federal employees using the service, or other point of departure;
—Average travel time to the duty post, taking into consideration number of pickup stops, traffic conditions, etc.

(iii) *Other transportation*
—Identify type and how frequently provided and under what circumstances;
—Cost on a daily basis to Federal employees;
—Number of Federal employees using the transportation;
—Average travel time from point of departure to the duty post;
—Location of point of departure.

(d) *Private automobile, including station wagons and light trucks*

- Number of employees commuting by private motor vehicle;
- Average travel time to the duty post.

(7) *Recommendations.* In submitting a request to the Commission, an agency should include its recommendations on the following:

(a) Suitability of communities surrounding the worksite for remoteness determination purposes. (See paragraph (4), Local Communities and Housing.)

(b) Commuting conditions with respect to a transportation allowance rate as provided in appendix A, whether degree A, degree B, or degree C, is applicable in the agency's judgment along with a brief supporting statement.

(c) Commuting conditions with respect to an inconvenience or hardship allowance rate as provided in appendix B, whether degree A, degree B, or degree C is applicable in the agency's judgment along with a brief supporting statement.

(d) The allowance rate or rates to be paid for any duty posts receiving allowance consideration under the provisions of paragraph b(3) or (4) of section S3–6.

Book 610

Hours of Duty

Contents

SUBCHAPTER S1. Weekly and Daily Scheduling of Work

S1-1. General Provisions
S1-2. Definitions
S1-3. Establishment of Workweeks
S1-4. Establishment of Work Schedules
S1-5. Travel on Official Time
S1-6. Hours of Duty for Wage System Employees
S1-7. Special Considerations Relating to Fixing Hours of Duty

SUBCHAPTER S2. Holidays

S2-1. Identification of Holidays
S2-2. Determining Holidays
S2-3. Effect of Holidays

★★★

APPENDIX C. Flexitime

Subchapter S1. Weekly and Daily Scheduling of Work

S1-1. GENERAL PROVISIONS

a. **Authority of agencies.** (1) Each agency is responsible for fixing the hours of work of Federal employees subject to the requirements of applicable laws and regulations. Excerpts from laws and regulations are included in this subchapter for convenience of agency personel directly concerned with this subject.

(2) Under section 302 of title 5, United States Code, agency heads may delegate authority to take final action on employment, direction, and general administration of personnel. This includes authority to fix workweeks and work schedules.

b. **Authority of the Office of Personnel Management.** The Office of Personnel Management issues regulations relating to the hours of work principally under the authority of section 6101(c) of title 5, United States Code. These regulations are in part 610 and are included in this book. Regulations governing premium pay for overtime, night, Sunday, and holiday work, for standby duty and administratively uncontrollable work are in part 550 and are in book 550 of this supplement.

c. **Law.** "*The Office of Personnel Management may prescribe regulations, subject to the approval of the President, necessary for the administration of this section insofar as this section affects employees in or under an Executive agency.*" (Section 6101(c) of title 5, United States Code)

d. **Authority of the General Accounting Office.** The General Accounting Office reviews actions of departments and agencies in fixing hours of work only to determine that expenditures for salary and wages are authorized under the law (17 Comp. Gen. 3, July 3, 1937; 21 Comp. Gen. 965, April 30, 1942).

e. **Regulation.** "*Coverage.* This subpart applies to each employee to whom subpart A of part 550 applies." (Section 610.101)

S1-2. DEFINITIONS

a. **Regulation.** "*Definitions.* In this subpart:

"(a) *Administrative workweek* means a period of 7 consecutive calendar days designated in advance by the head of an agency under section 6101 of title 5, United States Code.

"(b) *Regularly scheduled administrative workweek,* for a full-time employee, means the period within an administrative workweek, established in accordance with § 610.111, within which the employee is regularly scheduled to work. For a part-time employee, it means the officially prescribed days and hours within an administrative workweek during which the employee is regularly scheduled to work.

"(c) *Basic workweek,* for full-time employees, means the 40-hour workweek established in accordance with section 610.111.

"(d) *Agency* means an Executive agency and a military department as defined by sections 105 and 102 of title 5, United States Code.

"(e) *Head of agency* means the head of an agency or an official who has been delegated the authority to act for the head of the agency in the matter concerned.

"(f) *Employee* means an employee of an agency to whom this subpart applies.

"(g) *Regularly scheduled* work means work that is scheduled in advance of an administrative workweek under an agency's procedures for establishing workweeks in accordance with § 610.111.

"(h) *Tour of duty* means the hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek." (Section 610.102)

S1-3. ESTABLISHMENT OF WORKWEEKS

a. **General.** Within the period of seven consecutive calendar days which constitute the administrative workweek, agencies must establish a basic workweek of 40 hours for full-time employees to whom subpart A of part 550 of OPM regulations applies, for example, 8 a.m. to 12 noon, and 1 p.m. to 5 p.m., Monday through Friday. The 40 hours of work must be performed in no more than six days of the administrative workweek. The basic workweek is the period for which an employee is paid his straight-time pay rate. For additional hours, if officially ordered or approved, an employee is paid at his overtime rate. (For overtime pay provisions see book 550 of this supplement.)

b. **Law.** *"The head of each Executive agency, military department, and of the government of the District of Columbia shall—*

"(A) establish a basic administrative workweek of 40 hours for each full-time employee in his organization; and

"(B) require that the hours of work within that workweek be performed within a period of not more than 6 of any 7 consecutive days." (Section 6101(a)(2) of title 5, United States Code)

c. **Regulation.** *"Establishment of workweeks.* (a) The head of each agency, with respect to each full-time employee to whom this subpart applies, shall establish by regulation:

"(1) A basic workweek of 40 hours which does not extend over more than 6 of any 7 consecutive days. Except as provided in paragraphs (b) and (c) of this section, the regulation shall specify the days and hours within the administrative workweek that constitute the basic workweek.

"(2) A regularly scheduled administrative workweek that consists of the 40-hour basic workweek established in accordance with paragraph (a)(1) of this section, plus the period of regular overtime work, if any, required of each employee. Except as provided in paragraphs (b) and (c) of this section, the regulation, for purposes of leave and overtime pay administration, shall specify by days and hours of each day the periods included in the regularly scheduled administrative workweek that do not constitute a part of the basic workweek.

"(b) When it is impracticable to prescribe a regular schedule of definite hours of duty for each workday of a regularly scheduled administrative workweek, the head of an agency may establish the first 40 hours of duty performed within a period of not more than 6 days of the administrative workweek as the basic workweek. A first 40-hour tour of duty is the basic workweek without the requirement for specific days and hours within the administrative workweek. All work performed by an employee within the first 40 hours is considered regularly scheduled work for premium pay and hours of duty purposes. Any additional hours of officially ordered or approved work within the administrative workweek are overtime work.

"(c)(1) When an employee is paid additional pay under section 5545(c)(1) of title 5, United States Code, his regularly scheduled administrative workweek is the total number of regularly scheduled hours of duty a week.

"(2) When an employee has a tour of duty which includes a period during which he remains at or within the confines of his station in a standby status rather than performing actual work, his regularly scheduled administrative workweek is the total number of regularly scheduled hours of duty a week, including time in a standby status except that allowed for sleep and meals by regulation of the agency." (Section 610.111)

d. **Standby duty.** (1) *Including standby time.* For employees performing standby duty, other than those paid additional pay on a percentage basis under section 5545 of title 5, United States Code, the regularly scheduled administrative workweek includes regularly scheduled standby time, except that allowed by agency regulations for sleep and meals. Agency regulations may provide for the allowance of a specific number of hours out of each 24 hours on the job for sleep and meals; however, the time allowed for sleep and meals need not be specifically identified as particular hours. Standby time consists of periods in which an employee is officially ordered to remain at or within the confines of his station, not performing actual work but holding himself in readiness to perform actual work when the need arises or when called.

(2) *Eating and sleeping time.* The Comptroller General has stated (25 Comp. Gen. 161) that he does not object to an agency determination that sleeping and eating time of eight hours during each 24 hours on the job shall be considered not to be "hours of employment" for firefighters and similar protective and custodial employees. He states that for standby employees serving in rotating shift systems there may be adopted the two-thirds rule, two-thirds of each hour on the job to represent time in a pay status and one-third as time out for sleeping and eating. (For method of determining the basic 40-hour workweek and computing premium pay under the two-thirds rule, see 25 Comp. Gen. 161.)

e. **Uncontrollable overtime.** Employees with tours of duty which include administratively uncontrollable overtime must have a basic workweek before premium pay under section 5545 of title 5, United States Code, may be paid for this type of duty.

S1–4. ESTABLISHMENT OF WORK SCHEDULES

a. **Law.** (1) *"Except when the head of an Executive agency, a military department, or of the government of the District of Columbia determines that his organization would be seriously handicapped in carrying out its* *functions or that costs would be substantially increased, he shall provide, with respect to each employee in his organization, that (A) assignments to tours of duty are scheduled in advance over periods of not less than 1 week; (B) the basic 40-hour workweek is scheduled on 5 days, Monday through Friday when possible, and the 2 days outside the basic workweek are consecutive; (C) the working hours in each day in the basic workweek are the same; (D) the basic nonovertime workday may not exceed 8 hours; (E) the occurrence of holidays may not affect the designation of the basic workweek; and (F) breaks in working hours of more than 1 hour may not be scheduled in a basic workday.*" (Section 6101(a)(3) of title 5, United States Code)

(2) "*The pay period for an employee covers two administrative workweeks. For the purpose of this subsection, 'employee' means—*

"*(1) an employee in or under an Executive agency;*

"*(2) an employee in or under the Office of the Architect of the Capitol, the Botanic Garden, and the Library of Congress, for whom a basic administrative workweek is established under section 6101(a)(5) of this title; and*

"*(3) an individual employed by the government of the District of Columbia;*

"*but does not include—*

"*(A) an employee on the Isthmus of Panama in the service of the Canal Zone Government or the Panama Canal Company; or*

"*(B) an employee or individual excluded from the definition of employee in section 5541(2) of this title other than an employee or individual excluded by section 5541(2)(xvi) of this section.*" (Section 5504(a) of title 5, United States Code)

(3) "*The Architect of the Capitol may apply this subsection to employees under the Office of the Architect of the Capitol or the Botanic Garden. The Librarian of Congress may apply this subsection to employees under the Library of Congress.*" (Section 6101(a)(5) of title 5, United States Code)

(4) "*Notwithstanding paragraph (3) of this subsection, the head of an Executive agency, a military department, or of the government of the District of Columbia may establish special tours of duty, of not less than 40 hours, to enable employees to take courses in nearby colleges, universities, or other educational institutions that will equip them for more effective work in the agency. Premium pay may not be paid to an employee solely because his special tour of duty established under this paragraph results in his working on a day or at a time of day for which premium pay is otherwise authorized.*" (Section 6101(a)(4) of title 5, United States Code)

b. **Regulation.** (1) "*Establishment of work schedules.* (a) Except when the head of an agency determines that the agency would be seriously handicapped in carrying out its functions or that costs would be substantially increased, he or she shall provide that:

"(1) Assignments to tours of duty are scheduled in advance of the administrative workweek over periods of not less than 1 week;

"(2) The basic 40-hour workweek is scheduled on 5 days, Monday through Friday when possible, and the 2 days outside the basic workweek are consecutive;

"(3) The working hours in each day in the basic workweek are the same;

"(4) The basic nonovertime workday may not exceed 8 hours;

"(5) The occurrence of holidays may not affect the designation of the basic workweek; and

"(6) Breaks in working hours of more than 1 hour may not be scheduled in a basic workday.

"(b)(1) The head of an agency shall schedule the work of his or her employees to accomplish the mission of the agency. The head of an agency shall schedule an employee's regularly scheduled administrative workweek so that it corresponds with the employee's actual work requirements.

"(2) When the head of an agency knows in advance of an administrative workweek that the specific days and/or hours of a day actually required of an employee in that administrative workweek will differ from those required in the current administrative workweek, he or she shall reschedule the employee's regularly scheduled administrative workweek to correspond with those specific days and hours. The head of the agency shall inform the employee of the change, and he or she shall record the change on the employee's time card or other agency document for recording work.

"(3) If it is determined that the head of an agency should have scheduled a period of work as part of the employee's regularly scheduled administrative workweek and failed to do so in accordance with paragraphs (1) and (2) of this subsection, the employee shall be entitled to the payment of premium pay for that period of work as regularly scheduled work under subpart A of part 550 of this chapter. In this regard, it must be determined that the head of the agency (i) had knowledge of the specific days and hours of the work requirement in advance of the administrative workweek, and (ii) had the opportunity to determine which employee had to be scheduled, or rescheduled, to meet the specific days and hours of that work requirement." (Section 610.121)

(2) *"Variations in work schedules for educational purposes.* (a) Notwithstanding section 610.121, the head of an agency may authorize a special tour of duty of not less than 40 hours to permit an employee to take one or more courses in a college, university, or other educational institution when it is determined that:

"(1) The courses being taken are not training under chapter 41 of title 5, United States Code;

"(2) The rearrangement of the employee's tour of duty will not appreciably interfere with the accomplishment of the work required to be performed;

"(3) Additional costs for personal services will not be incurred; and

"(4) Completion of the courses will equip the employee for more effective work in the agency.

"(b) The agency may not pay to the employee any premium pay solely because the special tour of duty authorized under this section causes the employee to work on a day, or at a time during the day, for which premium pay would otherwise be payable.

"(c) OPM may from time to time request an agency to report on the use of this authority." (Section 610.122)

(c) **Varying work schedules for educational purposes.** (1) Courses taken under chapter 41 of title 5, United States Code, are directly related to the work of the agency and the time spent in the course is considered part of the employee's workweek. Under section 610.122 above, time spent in a course is in addition to the employee's regularly scheduled 40-hour workweek; however, the course taken need not be essential to the employee's work in the agency, but it should equip him for more effective work in the agency.

(2) *Additional cost for personal service.* The agency may not rescheduled an employee's duty hours for educational purposes under section 610.122 if by doing so it would have to pay premium pay to a supervisor because the supervisor's schedule must be changed to supervise the employee.

(3) *Premium pay for rescheduled hours of duty.* If an employee works on a day or during hours of a day for which premium pay is authorized, he will not be paid premium pay if the rescheduling was solely to enable him to attend school. If, however, the agency is otherwise required to schedule a shift which pays night differential, and the employee is assigned to this shift to enable him to attend school, he will receive premium pay because the rescheduling was not solely for his benefit. On the other hand, if the agency only requires its employees to work a straight day shift and an employee is scheduled to work hours for which night differential is authorized, he would not be entitled to premium pay because the rescheduling is solely for his benefit.

(4) *Work in excess of eight hours in a day.* The Comptroller General has ruled (Comp. Gen. decision B–160465, March 9, 1967) that under the existing language of Public Law 89–478, there is no basis for precluding payment of overtime compensation to an employee who is scheduled to work in excess of eight hours in a day. Therefore, unless an agency has a regularly scheduled shift requiring premium pay (as, for example, a tour of duty of four 10-hour days), it may not schedule an employee to work in excess of eight hours in a day when rescheduling his workweek for educational purposes.

S1–5. TRAVEL ON OFFICIAL TIME

a. **Law.** "*To the maximum extent practicable, the head of an agency shall schedule the time to be spent by an employee in a travel status away from his official duty station within the regularly scheduled workweek of the employee.*" (Section 6101(b)(2) of title 5, United States Code)

b. **Regulation.** "*Travel on official time.* Insofar as practicable travel during nonduty hours shall not be required of an employee. When it is essential that this be required and the employee may not be paid overtime under section 550.112(e) of this chapter the official concerned shall record his reasons for ordering travel at those hours and shall, upon request, furnish a copy of his statement to the employee concerned." (Section 610.123)

c. **Purpose.** The basic reason for this law and regulation is to prevent the abuse of an employee's time by requiring him to travel without pay during his nonduty time, through proper scheduling and administrative planning. It is recognized that in some cases no amount of agency planning or scheduling will prevent an employee from being required to travel outside his regularly scheduled workweek, but when this is necessary the employee will be paid in accordance with the provisions of subpart A of part 550 of OPM regulations.

S1–6. HOURS OF DUTY FOR WAGE SYSTEM EMPLOYEES

a. **Law.** "For the purpose of this subsection, 'employee' includes an employee of the government of the District of Columbia and an employee whose pay is fixed and adjusted from time to time under section 5343 or 5349 of this title, or by a wage board or similar administrative authority serving the same purpose, but does not include an employee or individual excluded from the definition of employee in section 5541(2) of this title, except as specifically provided under this paragraph." (Section 6101(a)(1) of title 5, United States Code)

b. **Definition of "day" and "week".** In his decision of October 9, 1962 (B-149986) on this law, the Comptroller General held that because of "problems involving employees with uncommon hours of duty thus creating a need for flexibility we conclude that a 24-hour period may be treated as a 'day' and a consecutive 7-day period may be treated as a 'week' for such employees. However, when administratively possible the Sunday through Saturday week and the midnight to midnight day shall be used."

S1-7. SPECIAL CONSIDERATIONS RELATING TO FIXING HOURS OF DUTY

a. **Tours of duty of minors.** The Attorney General has held that a District of Columbia law relating to hours of duty of female minors does not apply to minors employed by the Federal Government. (36 op. Atty. Gen. 10, April 10, 1929) This opinion is equally applicable to State laws relating to tours of duty of minors. Nevertheless, OPM believes that the Federal Government should, in the employment of minors, follow standards for setting hours of duty of minors at least as high as those prescribed by the State or District of Columbia law governing the area of employment.

b. **Variation of hours in metropolitan Washington.** In March 1941, the President directed that the opening and closing hours of Government offices in metropolitan Washington be so varied as to alleviate the serious traffic congestion. Any agency contemplating the adoption of any schedule of hours differing from, or in addition to its schedule of hours as previously approved, must obtain the approval of the Office of Management and Budget before putting the contemplated schedule into effect, except when neither the current nor the proposed hours begin or end within either of the periods 7-9:30 a.m. or 3:30-6 p.m., or when the proposed change in the schedule of hours affects less than 50 employees unless the agency plans to apply the change to additional employees, bringing the total to 50 or more, within a 3-month period. (Bureau of the Budget Circular No. A-13, revised, March 28, 1967)

Subchapter S2. Holidays

S2-1. IDENTIFICATION OF HOLIDAYS

a. **Regulation.** "*Identification of holidays.* In this subpart, *holiday* has the same meaning given that word in section 2(a) of Executive Order →11582←." (Section 610.201)

b. **Law.** (1) *Basic holidays.* (*a*) *The following are legal public holidays:*

New Year's Day, January 1.
Washington's Birthday, the third Monday in February.
Memorial Day, the last Monday in May.
Independence Day, July 4.
Labor Day, first Monday in September.
Columbus Day, the second Monday in October.
Veterans Day, the fourth Monday in October.
(Effective January 1, 1978 Veterans Day Day will be November 11, Public Law 94-97.)
Thanksgiving Day, the fourth Thursday in November.
Christmas Day, December 25.

(Section 6103(a) of title 5, United States Code).

(2) *Inauguration Day.* "*January 20 of each fourth year after 1965, Inauguration Day, is a legal public holiday for the purpose of statutes relating to pay and leave of employees as defined by section 2105 of this title and individuals employed by the government of the District of Columbia employed in the District of Columbia, Montgomery and Prince Georges Counties in Maryland, Arlington and Fairfax Counties in Virginia, and the cities of Alexandria and Falls Church in Virginia. When January 20 of any fourth year 1965 falls on Sunday, the next suceeding day selected for the public observance of the inauguration of the President is a legal public holiday for the purpose of this subsection.*" (Section 6103(c) of title 5, United States Code)

→c.← *Employees covered.* The holiday benefits for Inauguration Day apply only to employees employed in the metropolitan area of the District of Columbia; however, they do not apply to these employees when they are in a travel status or performing official duties away from that area →on that day.← (See 28 Comp. Gen. 515.)

S2-2. DETERMINING HOLIDAYS

a. **Regulation.** "*Determining the holiday.* For purposes of pay and leave, the day to be treated as a holiday is determined as follows: (a) When a holiday falls on a workday in an employee's basic workweek (as defined in section 610.102(c)), that workday is his holiday.

"(b) When a holiday falls on a nonworkday outside an employee's basic workweek, the day to be treated as his holiday is determined in accordance with section 6103(b) of title 5, United States Code, and Executive Order 11582." (Section 610.202)

b. **Law.** "(*b*) *For the purpose of statutes relating to pay and leave of employees, with respect to a legal public holiday and any other day declared to be a holiday by Federal statute or Executive order, the following rules apply:*

"(*1*) *Instead of a holiday that occurs on a Saturday, the Friday immediately before is a legal public holiday for—*

"(*A*) *employees whose basic workweek is Monday through Friday; and*

"(*B*) *the purpose of section 6309 of this title.**

"(*2*) *Instead of a holiday that occurs on a regular weekly nonworkday of an employee whose basic workweek is other than Monday through Friday, except the regular weekly nonworkday administratively scheduled for the employee instead of Sunday, the workday immediately before*

[* Section 6309 has reference to rural carrier.]

that regular weekly nonworkday is a legal public holiday for the employee.

"This subsection, except subparagraph (B) of paragraph (1), does not apply to an employee whose basic workweek is Monday through Saturday." (Section 6103(b) of title 5, United States Code)

c. **Executive Order →11582 of February 11, 1971.← Observance of holidays by Government agencies.** *"By virtue of the authority vested in me as President of the United States, it is hereby ordered as follows:*

"Sec. 1. Except as provided in section 7, this order shall apply to all executive departments, independent agencies, and Government corporations, including their field services.

"Sec. 2. As used in this order: (a) 'Holiday' means the first day of January, the third Monday of February, the last Monday of May, the fourth day of July, the first Monday of September, →the second Monday of October, the fourth Monday of October,← the fourth Thursday of November, the twenty-fifth day of December, or any other calendar day designated as a holiday by Federal statute or Executive order.

"(b) 'Workday' means those hours which comprise in sequence the employee's regular daily tour of duty within any 24-hour period, whether falling entirely within one calendar day or not.

"Sec. 3. (a) Any employee whose basic workweek does not include Sunday and who would ordinarily be excused from work on a holiday falling within his basic workweek shall be excused from work on the next workday of his basic workweek whenever a holiday falls on Sunday.

"(b) Any employee whose basic workweek includes Sunday and who would ordinarily be excused from work on a holiday falling within his basic workweek shall be excused from work on the next workday of his basic workweek whenever a holiday falls on a day that has been administratively scheduled as his 'regular' weekly nonworkday in lieu of Sunday.

"Sec. 4. The holiday for a full-time employee for whom the head of a department has established the first 40 hours of duty performed within a period of not more than six days of the administrative workweek as his basic workweek because of the impracticability of prescribing a regular schedule of definite hours of duty for each workday, shall be determined as follows:

"(a) If a holiday occurs on Sunday, the head of the department shall designate in advance either Sunday or Monday as the employee's holiday and the employee's basic 40-hour tour of duty shall be deemed to include eight hours on the day designated as the employee's holiday.

"(b) If a holiday occurs on Saturday, the head of the department shall designate in advance either the Saturday or the preceding Friday as the employee's holiday and the employee's basic 40-hour tour of duty shall be deemed to include eight hours on the day designated as the employee's holiday.

"(c) If a holiday occurs on any other day of the week, that day shall be the employee's holiday, and the employee's basic 40-hour tour of duty shall be deemed to include eight hours on that day.

"(d) When a holiday is less than a full day, proportionate credit will be given under paragraph (a), (b), or (c) of this section.

"Sec. 5. Any employee whose workday covers portions of two calendar days and who would, except for this section, ordinarily be excused from work scheduled for the hours of any calendar day on which a holiday falls, shall instead be excused from work on his entire workday which commences on any such calendar day.

"Sec. 6. In administering the provisions of law relating to pay and leave of absence, the workdays referred to in sections 3, 4, and 5 shall be treated as holidays in lieu of the corresponding calendar holidays.

"Sec. 7. The provisions of this order shall apply to officers and employees of the Post Office Department and the United States Postal Service (except that sections 3, 4, 5, and 6 shall not apply to the Postal Field Service) until changed by the Postal Service in accordance with the Postal Reorganization Act.

"Sec. 8. Executive Order No. 10358 of June 9, 1952, entitled 'Observance of Holidays by Gov-

ernment Agencies,' and amendatory Executive Orders No. 11226 of May 27, 1976, and No. 11272 of February 23, 1966, are revoked.

"Sec. 9. This order is effective as of January 1, 1971."

d. **Employees with first-40-hour basic workweek.** For your assistance there are given below some examples of the application of this order to employees subject to chapter 61 of title 5, United States Code, who have a first-40-hour basic workweek.

(1) *Application of paragraph 4(a).* (a) *A holiday falls on Sunday.* The employee generally starts work for the week on Monday. The agency designates Monday as the employee's holiday. The employee does not work on Monday and is credited with eight hours toward his 40-hour workweek.

(b) *A holiday falls on Sunday.* The agency designates Sunday as the employee's holiday. The employee works two hours on Sunday and 10 hours on Monday. The employee is paid at the holiday premium rate for two hours on Sunday and is credited with six hours of excused absence on Sunday. The work on Monday is paid at the straight-time rate. At the close of 10 hours on Monday employee has completed 18 hours toward the 40-hour week.

(2) *Application of paragraph 4(b).* (a) *A holiday falls on Saturday.* The agency designates Friday as the employee's holiday. The employee works 32 hours in the period, Monday through Thursday, but does not work on Friday or Saturday. The employee is credited with eight hours' excused absence for Friday, making up his 40-hour week.

(b) *A holiday falls on Saturday.* The agency designates Friday as the employee's holiday. The employee works 40 hours in the period, Monday through Thursday, but does not work on Friday or Saturday. The employee is credited with eight hours excused absence for Friday, the holiday. These eight hours are considered to be included in the 40-hour workweek. The last eight hours of work performed in the period, Monday through Thursday, are overtime hours.

(c) *A holiday falls on Saturday.* The agency designates Friday as the employee's holiday. The employee works 36 hours in the period Monday through Thursday six hours on Friday, and eight hours on Saturday. Eight hours on Friday are credited toward the 40-hour workweek. The employee is paid for six of these hours at the holiday rate. The other two hours on Friday represent excused absence on a holiday. The last four hours of the 36 hours worked Monday through Thursday are overtime hours. The eight hours on Saturday are overtime hours.

(3) *Application of paragraph 4(c).* (a) *A holiday falls on Tuesday.* The employee works six hours on Monday, 10 hours on Tuesday, 12 hours on Wednesday, and 12 hours on Friday. Eight of the hours worked on Tuesday are considered to have been on the holiday. The employee is paid at the holiday premium rate for those hours.

(b) *A holiday falls on Friday. The employee* works 10 hours each day, Monday through Friday. The employee is paid at the holiday premium rate for eight hours on Friday. Eight hours on Thursday and two hours on Friday are overtime hours.

(c) *A holiday falls on Friday.* The employee works 12 hours each day on Monday and Tuesday, eight hours each day on Wednesday and Thursday, and does not work any more during the week. The employee is credited with the eight hours on Friday as excused absence on the holiday. The eight hours on Thursday are overtime hours.

(4) *Application of paragraph 4(d).* Assume that a half-holiday is ordered on Thursday. Friday is a holiday. The employee works 40 hours during the period Sunday through Wednesday. Under paragraph (c) the 40-hour tour is considered to include four hours on Thursday and eight hours on Friday. The last 12 of the hours worked in the period Sunday through Wednesday are overtime hours.

e. **Two work shifts beginning within the same 24-hour period.** The Comptroller General held in a decision (32 Comp. Gen. 191) that an employee who works two shifts which begin within the same 24-hour period in the basic workweek may be paid for two days of work at the regular basic rate of pay—the first shift being counted as of the day on which it begins and the second shift as of the day on which it ends. The definition of 'workday' for holiday purposes in Executive Order →11582, February 11, 1971,← does not contemplate a situation where two shifts in an employee's basic workweek commence on a holiday and, therefore, the question of which of the two shifts is to be considered as falling on a holiday is a matter for administrative regulation and determination.

S2–3. EFFECT OF HOLIDAYS

a. **Employees subject to section 6101 of title 5, United States Code.** For these employees, the occurrence of a holiday does not affect the designation of the basic workweek. Employees who are excused from duty because a holiday falls within their basic 40-hour workweek are entitled to their basic rate of pay for that day. Employees who are required to work on a holiday within their basic workweek are entitled to premium pay as provided in book 550 of this supplement.

b. **Wage system employees.** Regular employees of the Federal Government whose pay is at daily, hourly, or piecework rates, who are excused from work because of the occurrence of a holiday, are entitled to the same pay for that day as for days on which an ordinary day's work is performed. (See subchapter S3.)

c. **Authority to require work on holidays.** In the absence of specific legislation to the contrary, an administrative office may, within its discretion, include a holiday within the official hours of duty or regular workweek of employees and require them to work on that day (21 Comp. Gen. 901, 22 Comp. Gen. 762, and 44 Comp. Gen. 274).

→d. **Entitlement to pay for the holiday.** An employee is entitled to pay for the holiday if he/she is in pay status either the day before or the day after the holiday. (Unpublished Comptroller General decision B–127474, March 2, 1977)←

Appendix C. Flexitime

CONTENTS

C–1. Introduction

C–2. Planning, Implementation, and Evaluation of a Flexitime Program

- a. Definitions
  - (1) Flexitime
  - (2) Core time
  - (3) Flexible time
  - (4) Working hours
- b. Feasibility of Flexitime for an Organization
  - (1) Prepare a detailed staffing document
  - (2) Evaluate the impact on supervisors
  - (3) Identify possible degrees of flexibility for each organizational component
  - (4) Examine workload and interface factors
- c. Degrees of Flexibility (Examples)
  - (1) Flexitour
  - (2) Modified flexitours
  - (3) Modified gliding schedule
  - (4) Gliding schedule
  - (5) Use of the flexible time bands
  - (6) Core time deviation (CTD)
- d. Implementation of a Flexitime Program
  - (1) Form a committee
  - (2) Select representatives
  - (3) Tailor the flexitime configuration
  - (4) Establish an experimental program
  - (5) Indirect impacts
  - (6) Develop model in conformance with Department of Energy guidelines (temporary)
  - (7) GSA approval (Washington, D.C. metropolitan area only)
  - (8) Provide supervisors and employees with a handbook
  - (9) Orientation sessions for supervisors and employees
- e. Evaluating Results
  - (1) Productivity
  - (2) Service to the public
  - (3) Energy consumption/commuter travel
  - (4) Potential problem areas

C–3. General Legal and Other Requirements

- a. Relationship of Flexitime to Specific Provisions of Title 5, United States Code, and CSC Regulations
  - (1) Scheduling authority
  - (2) Tours of duty
  - (3) Working hours
  - (4) Scheduling breaks
  - (5) Night differential for GS employees
  - (6) Night differential for prevailing rate employees
  - (7) Charging leave
  - (8) Part-time employees
- b. Administrative Leave—Excused Absence (Without Charge to Leave) in Special Circumstances
  - (1) General guidance
  - (2) Hazardous weather
  - (3) Voting and registration
  - (4) Determining an employee's usual arrival time under a gliding schedule
- c. Time Accounting Systems
  - (1) Work report system
  - (2) Sign-in/sign-out sheets
  - (3) Automatic time recording equipment
    - (a) time clocks
    - (b) electro-mechanical time accumulating devices
    - (c) electronic time accumulators

APPENDIX C. FLEXITIME

C–1. INTRODUCTION

Flexible work hours, popularly called flexitime, represent a new alternative to traditional work schedules. Since its origin in the mid-1960's there has been a growing interest in the concept due to its potential for improving productivity, relieving traffic congestion, expanding the hours of service to the public and providing greater employment opportunities for those persons who cannot work standard, fixed work hours. Results from many Federal agencies which have introduced flexitime schedules in their organizations show increased productivity and employee morale, a virtual elimination of tardiness, and other favorable impacts. While a few problem areas have developed in some programs, most problems have been minor and can generally be minimized by careful planning and good communication of the objectives and ground rules of the program.

The basic flexitime concept is a simple one. A flexible schedule splits the work day into two types of time: core time and flexible time. During core time all employees must be at work. Additional periods of flexible time are established during which the employee has the option of selecting and varying his/her starting and quitting time within limits set by the organization. The two requirements of any flexitime program are: (1) Each employee must be present during core time; and (2) the employee must work the number of hours for which he/she has contracted, for example, a 40-hour week in the case of a full-time employee, or a lesser number of hours for a part-time employee. Beyond these minimal requirements, the precise working hours can be established in whatever way is consistent with accomplishment of the organization's operational needs, the wishes of the employees, and any legal or regulatory restrictions. (Note: The legal and regulatory constraints on flexitime programs for Federal agencies are detailed in section C–3 of this appendix.)

The Civil Service Commission is responsible for promulgating policies for Federal agencies concerning flexitime. Within the Commission, the Pay and Leave Administration Section in the Pay Policy Division of the Bureau of Policies and Standards has overall program responsibility. In addition to providing technical advice and assistance, that office has developed a variety of orientation and training materials which are available, free of charge, to organizations which desire information and assistance concerning flexitime. Organizations desiring information in this regard should contact the Civil Service Commission regional office in their area or the Pay and Leave Administration Section. It is requested that Federal installations which have implemented, plan to implement, or have completed evaluations of flexitime programs in their organizations, forward this information to the Pay and Leave Administration Section.

It should be noted that flexitime is not meant to replace the traditional work schedule. The various forms of flexitime discussed in this appendix are alternatives to traditional work schedules which have been successfully used in appropriate settings. Agencies should be cautioned that flexitime is not simply a rearrangement of work hours, but a step away from a rigidly controlled work environment. Flexible schedules place more responsibility on both supervisors and employees and require a greater measure of trust and confidence between them.

Flexitime will present challenges to both managers and employees; however, it is an innovation in time management with the potential for humanizing the work environment and creating a more effective organization.

C-2. PLANNING, IMPLEMENTATION AND EVALUATION OF A FLEXITIME PROGRAM

a. **Definitions.** (1) *Flexitime.* A system of work scheduling which splits the work day into two distinct kinds of time—core time and flexible time. The two requirements under any flexitime schedule are: (1) The employee must be at work during core time, and (2) the employee must account for the total number of hours he/she is scheduled for work each day. Normally, a full-time employee works a basic 8-hour day (and in addition has a noncompensated meal period); a part-time employee, for example, could work 8 hours per day, 2 or 3 days each week, or 4 hours per day, 5 days each week (with no break for lunch).

(2) *Core time.* That portion of the day during which all employees must be present for work (also referred to as core time band).

(3) *Flexible time.* That portion of the work day during which the employee has the option to select and/or vary starting and quitting times within the limits established by the employing agency (also referred to as flexible time band). Additionally, it may cover a flexible period in the middle of the day which allows an employee to select an extended lunch or rest break (also referred to as midday flexible band).

(4) *Working hours.* Those time periods of the day during which each employee will complete the designated number of hours for his or her workday. Working hours consist of the core time band(s) and the flexible time bands.

b. **Feasibility of flexitime for an organization.** In establishing a flexitime program, organizations should first assess the desirability and feasibility of establishing a program in their organization. The objective(s) for a flexitime program should be identified. It may be considered as a remedy for a specific problem, such as traffic congestion during rush hours, or it may be of a more general nature such as improving employee morale, the operational effectiveness of the organization, or expanding the hours of service to the public (or increasing the opportunity for contacts with other agencies).

Among the first items to be considered when assessing the feasibility of flexitime for any organization are the obligations of agency management to negotiate or consult with recognized unions, as appropriate, under Executive Order 11491, as amended. Special attention should be given to provisions relating to issues which are subject to negotiation and any agreement provisions relating to hours of work. Representatives of recognized unions should be informed at an early stage about the decision to study the feasibility of flexitime for the organization, in order to gain their input and cooperation. (See the decision of the Federal Labor Relations Council in *Marshall Space Flight Center*, FLRC No. 76A-81, wherein a union flexitime proposal was found to be negotiable.)

In addition, when considering whether to establish a flexitime program, agencies should consider the impact of this decision on all parts of the organization, including support services. Since the hours during which employees are permitted to perform work are expanded from 8 under a fixed work schedule, to 10 or more each day under a flexitime schedule, this may have an impact upon building or base security, elevator and building maintenance functions, as well as procedures to be followed in the event that emergency health care services are needed. There also may be an impact on eating facilities and other employee services (e.g., adjustment of cafeteria hours). Depending upon the additional number of hours of daily operation, and other factors peculiar to a particular building or area of the country (e.g., a building with poor insulation which loses heat/cool air quickly), additional utility costs for heat and air conditioning may be incurred. (Note: Most agencies which have introduced flexitime programs have *not* found it necessary to request additional hours of heat or air conditioning from GSA.) Therefore, the decision to adopt a flexible work schedule should not be a routine one, but should take into consideration the fact that additional hours of operation will have an impact upon functions both internal and external to the organization which will require changes in procedures, and in some instances may necessitate additional costs.

In order to determine the feasibility of flexitime, organizations should undertake a thorough organizational analysis which *may* include the following steps:

(1) Describe the work force through preparation of a detailed staffing document. This activity will provide a basis for determining the degree of flexibility which may be possible. Include in this document by organizational component:

(a) Total number of employees;
(b) Number and kinds of jobs;
(c) Number of nonsupervisory workers; and
(d) Number of supervisors.

(2) Evaluate the impact on supervisors. Organizations should especially consider the impact of flexitime on supervisors. Special consideration should be given to the number and availability of supervisors to cover the expanded working hours in organizations where it is deemed necessary to have continuous supervisory coverage of employees. In organizations where it is not considered necessary to have supervisors on duty during all of the organization's working hours, supervisors will be called upon to develop new ways of supervising employees and measuring their effectiveness.

(3) Identify and describe the degree of flexibility which might be possible or desirable for each organizational component and each position. Identify and describe the special impact of flexitime on any shift personnel, maintenance crews, cafeteria, or health personnel.

(4) Examine workload and interface factors. Identify peak workload periods involving influx of outside calls, mail, and person-to-person contact with the public or other agencies. Workloads may vary for the organization or for sections within the organization, with a heavy or light load occurring at different times of the day, week, or month. Identify interdependency among sections or individual employees.

Note: The Commission's publication *Flexitime—A Guide*, is a handy illustrated reference for supervisors or others in connection with the implementation of a flexitime program. Copies may be ordered directly from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402—Price 65 cents—Stock Number 006–000–00809–7 Catalog Number CS 1.7/4:F63.

Careful planning and good employee communication are vital to the success of any flexitime program.

c. **Degrees of flexibility.** *Examples.* While the basic flexible work hours models which may be utilized under existing laws and regulations consist of 8-hour days with either a single or dual core time band, there are substantially different degrees of flexibility insofar as how much employee choice is feasible within a given organization. The following are examples of varying degrees of flexibility which are possible within the basic 8-hour day beginning with the least flexible model and progressing to the most flexible model.

(1) *Flexitour.* In this model the employee selects a starting time from within the established morning flexible time band and once selected this becomes the employee's assigned schedule until another "open season" for selection is available. Opportunities to select a different schedule may be set up as frequently or infrequently as desired by the organization. Schedule changes could be permitted each pay period, each month, each quarter, semiannually, seasonally, or annually. A flexitour is normally developed around a single core time band rather than a dual core time band.

(2) *Modified flexitours.* (a) An employee selects a starting time as under the basic flexitour model, however, the employee is permitted a degree of flexibility on either side of the

selected arrival time which may be 5, 10, or 15 minutes. For example, if a schedule of 7:30 a.m. is selected, the employee might be permitted a 15-minute variation on either side of 7:30 a.m. In this model, if an employee begins as early as 7:15 a.m., that becomes the employee's starting time for that day and that quarter hour counts toward the completion of the 8-hour day. Conversely, an employee arriving later than 7:30 a.m. but no later than 7:45 a.m. begins the day at that time and is not considered tardy. However, it is understood that the basic schedule is 7:30 a.m. and under normal circumstances the employee is expected to adhere to this schedule. Deviation from the basic schedule should occur only on an irregular or occasional basis. If deviation from the selected schedule occurs frequently, consideration should be given to establishing a new flexitour.

(b) In this model the employee also preselects a starting time from within the flexible time band; however, the schedule may be modified with prior notification and approval by the supervisor. Prior notification would typically be required 1 day in advance under this type of program.

(3) *Modified gliding schedule.* Under a modified gliding schedule, the organization typically identifies not only the flexible time bands and core time bands but also establishes an 8-hour customer service band. For example, the morning flexible band may be from 7:00 a.m. to 9:30 a.m. with a core time from 9:30 a.m. to 3:00 p.m. and the afternoon flexible band from 3:00 p.m. to 6:00 p.m. Customer service hours may be established from 8:30 a.m. to 5:00 p.m. This model is normally used where coverage for a certain period of the day i.e., customer service hours is required. A certain percentage of the employees would be placed on a flexitour or modified flexitour, selecting a starting time which would maintain coverage for the customer service hours.

Prescheduled coverage can be achieved in one of two ways: (1) When a survey is conducted, organizations often find that certain employees prefer the hours which coincide with the customer service band in which case no further action is necessary; or (2) when employee preferences do not yield the needed coverage, a certain percentage of the employees may be rotated to the specified tour of duty i.e., customer service hours so that coverage is maintained. The program should provide that all employees within a designated group who desire may experience full flexibility for an equal period of time.

Note: Studies have shown that most employees establish a daily pattern and, once established, time variations from this pattern are no greater than 5 to 10 minutes unless dictated by extremely unusual circumstances in which case variation may be as great as 1, 2, or 3 hours.

(4) *The gliding schedule.* Under this most flexible of the models permitted under current law and regulations, employees may select an arrival time each day and may change that arrival time without prior notification to the supervisor so long as it is within the established flexible time band. It is in this type of schedule that the dual core time band is most frequently found, although its use is also permissible in any other schedule if the organization wishes to use it. When the dual core time band is utilized with a gliding schedule, the same flexibility applies to the midday flexible band as to the morning and afternoon time bands, in terms of arrival and departure, unless specific restrictions are placed on its use.

(5) *Use of the flexible time bands.* One final variation which should be addressed in developing the ground rules for the model to be utilized, is whether or not employees will have the flexibility to leave, either with or without prior notification to and approval by the supervisor, during a flexible time band after they have arrived at work. For example, an employee might arrive early one morning at 7:00 a.m. and work until 8:00 a.m. in a flexible time band which runs until 9:30 a.m. The employee may then leave for up to an hour and 30 minutes for an early doctor or dental appointment and return by the start of core time, leaving a remainder of 7 hours to be worked during the

balance of the day. In some models, once an employee arrives, even though there may be full flexibility to select the arrival time, an employee is *not* free to then leave later in the same flexible time band unless the time is charged to some type of leave. In other models, the employee may leave later in the flexible time band with notification and approval of the supervisor, or there may be complete flexibility to utilize the flexible time bands so long as the employee is present during the core time and completes the 8-hour day.

(6) *Core time deviation (CTD).* The purpose of core time is to insure that during a certain number of hours of each day all employees within a designated group will be present on the job; however, a program may include the element of core time deviation (CTD). CTD is an absence specifically authorized by the supervisor during the core time which may be made up within the same day during flexible time in lieu of a charge to any type of leave. CTD is to be used *only* at the specific request of the employee; however, the granting of CTD is at the discretion of the supervisor. It should be justified by unusual circumstances which make the granting of a CTD mutually beneficial for both the organization and the employee.

CTD might be requested by an employee when the organization requires leave to be charged in full 1-hour increments. For example, if an employee had an appointment and arrived at work 15 or 20 minutes after the start of the core time, rather than being required to take an hour of sick or annual leave, as appropriate, the employee might request CTD. This would allow the employee to complete a full 8-hour day without any charge to leave. This can be done so long as sufficient time remains within the established working hours to complete the full 8-hour day plus the designated lunch break. If sufficient time does not remain to complete the 8-hour day within the established working hours, or if for some other reason it is considered desirable, the 8-hour day may be accounted for by a combination of CTD and leave.

d. **Implementation of a flexitime program.** Once the feasibility study has been completed and the decision made that a program should be implemented the following are among the steps which it is *recommended* should be taken. It is expected, however, that agencies will modify these steps as appropriate for their own organizations.

(1) Form a committee to plan and develop the specific model to be used in the organization. (Note: Such a committee may be formed at an earlier stage to assess the feasibility of flexitime as described in subsection b of this section.)

(2) Select representatives for the committee from every major section of the organization. Line managers and first-line supervisors should be included. Union representatives, or, if no union exists, an employee representative should also be included among the committee members. Their input will be vital in determining the size and shape of the core time band(s) and the flexible time bands.

(3) Tailor each flexitime configuration to support the defined needs and objectives of each particular organization or component thereof. Consider the following points in recommending a flexitime model:

(a) Size and number of core time bands;

(b) Size and number of flexible time bands;

(c) Whether the additional working hours of the day should be open to the public to conduct business;

(d) Degree of flexibility for each group or subgroup;

(e) Identification of restricted positions; and

(f) Selection of criteria for evaluating results.

(4) When implementing a significant personnel management change, such as flexitime, it is recommended that before a permanent, full-scale implementation is attempted, an experimental program be first established in order to assess the impact of the proposed change in a controlled fashion. While no

minimum or maximum time period for this assessment is recommended, agencies have generally established experimental periods of 6 to 18 months.

(5) In addition to any direct impact of flexitime on the organization, other indirect but important impacts may occur in such areas as car pools, utilization of mass transportation facilities, changes in utility consumption and effect on building security. Take care to identify areas where flexitime may have an impact so that beneficial impacts can be maximized and adverse effects minimized. (See Section C–2e., Evaluating Results, for more detail.)

(6) Develop model in conformance with temporary Department of Energy (DOE) guidelines. Since, at this time, sufficient data does not exist from which valid conclusions may be drawn as to the net effect of flexitime on overall energy consumption, DOE is establishing, on a temporary basis, the following guidelines for agencies considering the adoption of a flexitime program. These guidelines are as follows:

(a) For single agency buildings in which only one shift normally operates, flexible hours of operation are not restricted, providing the building's total hours of operation do not exceed 11 hours per day.

(b) For multiagency buildings in which only one shift normally operates and in which more than one agency desires to adopt flexitime, a general agreement must be reached between the affected agencies on the hours of flexitime operations such that the total building's hours of operation do not exceed 11 hours.

(c) For buildings in which the occupants' functions are such that the buildings are normally in operation for more that 11 hours per day and the buildings' heating, cooling, ventilation, and other systems are operated over a corresponding period, there are no restrictions on the hours for flexitime as long as the flexible hours fall within the buildings' normal operating hours.

(7) *Obtain General Services Administration (GSA) approval.* The following applies *only* to those offices of Federal agencies physically located in the Washington, D.C. metropolitan area (District of Columbia; Montgomery, Prince Georges and Charles Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties and the cities of Alexandria, Falls Church, and Fairfax in Virginia).

Any change in work hours involving 50 or more employees must be approved by the Regional Administrator, Region III, GSA. Agencies wishing to implement a flexible work hours program must submit a written request to the General Services Administration, Washington, D.C. Information which is generally required includes the proposed flexitime model, specifying the core time bands and flexible time bands and the number of employees affected. Additional information on the geographic distribution of employees in the affected unit and their expected starting time under the proposed flexitime schedule may also be required. Additional detailed information may be obtained from the planning staff, (3PG), PBS Region III at GSA.

Send requests for GSA approval to:

Regional Administrator
Region III
General Services Administration
7th and D Streets SW.
Washington, D.C. 20407

(8) Provide each employee and supervisor with a document or handbook outlining the model and ground rules of the particular flexitime program under which they are covered.

(9) Once the committee has determined the particular flexitime configuration to be adopted and internal approval is received, schedule an orientation session for both employees and supervisors prior to implementation. Unions with exclusive recognition should be given the opportunity to be represented at any employee

orientation session. In these sessions explain flexitime to employees and supervisors, discuss the particular configuration to be adopted and the ground rules under which the organization will operate the program. Design these sessions so that questions and feelings of employees and supervisors may be aired and fully discussed. Separate sessions are recommended in order that each group will feel free to discuss the program as they see it in relation to their job responsibilities.

Note: Once flexitime is implemented the committee should continue to function in order to solve problems that may arise, answer questions for employees and supervisors, and to collect information about the impact of flexitime on the organization. Upon completion of the experimental flexitime program, the committee should render a final report.

e. **Evaluating results.** In order to make valid judgments as to the impact of a flexitime program on any organization, a sound data base is necessary. Therefore, within the limits of available resources and as otherwise appropriate to the situation, agencies should attempt to evaluate flexitime programs in each of the following major areas (this listing does not attempt to be exhaustive—it merely enumerates factors which should be included in any evaluation of flexitime). When making evaluations it is important that results be evaluated in terms of the original objective(s).

(1) *Productivity and employee satisfaction.* How to better utilize our human resources for enhanced productivity in the Federal Government continues to demand our attention. The determination of methods for increasing individual productivity and job satisfaction is an important focus of research in the Federal Government. The flexitime program, when properly installed in an appropriate organization, may represent one way of improving the utilization of these human resources and increasing the productivity and job satisfaction of the Federal employee.

The identification of adequate measures for evaluating the effectiveness of a flexitime program is difficult at best. Obviously, the output of some jobs is more easily quantifiable than others. To assess the impact of a flexitime program on productivity the following actions are suggested:

(a) Collect base line productivity, absenteeism (including length and frequency of absences and type of leave used), turnover, and attitudinal data from sections within your organization prior to the introduction of Flexitime. If obtaining such data requires additional responses from or observations of employees, a meeting with employee unions to discuss the procedures to be used and to obtain appropriate input would be in order.

(b) If possible, collect this base line data on at least two different groups within the organization which are identical in the type of work they perform. Of these two groups, one group should be a group which is introducing flexitime while the other is a group which has decided not to operate on flexitime. In this way, you will have an opportunity to examine productivity and job satisfaction before and after the introduction of flexitime while removing the impact of other organizational changes which might influence the findings such as new machines, new training, etc.

(c) Some jobs do not lend themselves to a direct quantifiable measure. This is particularly true in research or service positions. Examine positions individually to determine what factors can be isolated which immediately reflect differences in performance.

(d) When evaluating measures of productivity, absenteeism, and turnover, large amounts of data may be generated. Therefore, before actually attempting to assess these measures, be certain that there is sufficient staff to collect such information and that computer assistance is available to compile and analyze the data once it has been generated.

(e) In addition to productivity measures, there may be other less obvious measures which reflect changes in an organization resulting from the introduction of the flexitime program. Look for measures which may include how managers distribute their time across job activities, or the amount of time spent on disciplinary problems since the introduction of flexitime in comparison to the amount of time spent before its introduction.

The Personnel Research and Development Center of the Civil Service Commission is continuing to work on better measures for evaluating individual productivity, motivation, and job satisfaction. It provides assistance to other Federal agencies in these matters within the limits of available resources. For additional information or assistance, call (202-632-6812) or write the Organizational Psychology Section, Bureau of Policies and Standards, U.S. Civil Service Commission, Washington, D.C. 20415.

(2) *Service to the public.* Where the delivery of service to the public is a substantial part of an organization's mission, the effect of flexitime may be measured through an assessment of the availability of those services. (The service may be delivered in person, by telephone, or in some combination thereof.)

Where the client population is specific and stable, some organizations have surveyed this population to obtain data on clients' perceptions of services delivered.

Where the population is neither specific nor stable, records may be kept on the frequency of contact and times at which contacts occur. This should be matched against coverage levels at each hour of the day. This will provide (a) information on how well these two elements match, (b) whether the distribution changes as the clientele becomes aware of expanded service hours and (c) information upon which to base decisions for changes in coverage levels.

(3) *Energy consumption/commuter travel.* The introduction of flexitime may have an effect upon commuter travel and upon levels of energy consumption both outside and within the organization. Because a number of Federal agencies with mission responsibilities involving one or another of these energy-related areas have a special interest in acquiring data on the net effect of flexitime in these areas, agencies are encouraged to gather data on the following items both before and after the introduction of the flexitime program:

(a) Methods of transportation used by employees,
(b) Average commuting time to and from work correlated with each employee's arrival and departure time, and
(c) Levels of energy consumption within the organization's physical plant, e.g., natural gas, coal, etc.

(4) *Potential problem areas.* Despite its many advantages and benefits, flexitime may cause some problems and challenges for the supervisor and the organization. Therefore, agencies should attempt to identify and quantify the effects of flexitime in the following areas in order to better arrive at an accurate assessment of its impact on the organization:

(a) Recordkeeping required to maintain an accurate account of the varied working hours of employees;
(b) Abuses in reporting working time; and
(c) Supervisory problems in planning and scheduling.

In each case, as when attempting to measure productivity, it is important that base line data be gathered in advance of the introduction of a flexitime program. Gathering data in this way will insure greater validity than will dependence upon employee recall after a program has been launched.

Agencies are requested to forward a copy of evaluations obtained in any or all of the above areas to the Pay and Leave Administration Section, Bureau of Policies and Standards, U.S. Civil Service Commission, Washington, D.C. 20415.

C-3. GENERAL LEGAL AND OTHER REQUIREMENTS

a. **Relationship of flexitime to specific provisions of title 5, United States Code and CSC regulations.** The material in this appendix does not add to or otherwise modify any provision of title 5, U.S. Code or existing Civil Service Commission regulations. However, certain statutes and regulations require clarification as they relate to flexible work hours and these provisions will be dealt with individually in this section.

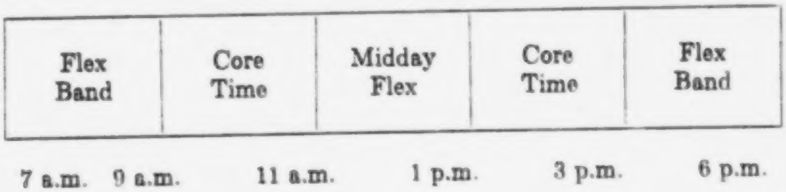
(1) *Scheduling authority.* Section 6101 of title 5 gives the head of each Federal agency the authority to establish a work schedule for each employee in that agency. This authority may be delegated to subordinate officials in the agency and to the heads of agency field installations. Therefore, the authority to establish a flexible work schedule resides in the head of the agency, unless delegated to another official in the agency, and no need exists to request permission from the Commission to establish flexible work schedules of the type described in this appendix.

(2) *Tours of duty.* Section 6101(a)(3)(A) requires that, "in general, assignments to tours of duty are to be scheduled in advance over periods of not less than one week." For purposes of a flexible work schedule the terms *tour of duty* and *working hours* as defined in C-2a., are synonymous. Thus a flexible work schedule requires that each agency establish for the organizational unit (or for an employee, as warranted) core time band(s) and flexible time bands (which when combined, constitute the working hours of the day) and that this "tour of duty" thus established, not be changed without notifying employees at least 1 week in advance of the workweek which will be initially affected. Of course, this provision of advance notification can be waived as provided in section 6101(a)(3) when this requirement would "seriously handicap the organization from carrying out its function or would substantially increase costs." Agencies should review existing negotiated agreements since they often contain provisions on tours of duty and hours of work. In addition, agencies are reminded of their obligations under Executive Order 11491, as amended, to notify and consult or negotiate, as appropriate, with recognized unions before making changes in tours of duty. (See *Plum Island Disease Laboratory*, FLRC No. 71A-11, and *Animal and Plant Health Inspection Service*, USDA, FLRC No. 73A-36, for further discussion).

(3) *Working hours.* Section 6101(a)(3)(C) requires that "the working hours in each day in the basic workweek are the same." The designated core time band(s) plus the hours designated as the flexible time bands combine to constitute the working hours of the day. The requirement of this section of title 5 is met so long as these working hours (flexible time bands plus core time bands) remain the same for each day during a given administrative workweek. Under a flexible hours program, basic legal requirements are met when the full-time employee is present for the core time band(s) and completes an 8-hour day within the working hours which have been established. The authority to establish work schedules remains with the head of the agency, or a subordinate official to whom this authority has been delegated, under flexitime. Therefore, the agency head, or other designated official, may establish guidelines for an employee's use of flexible hours and may restrict or curtail an employee's use of flexitime. Further, he/she may assign any employee to a fixed work schedule. However, within the ground rules and guidelines established within the agency, the employee retains the option of using or not using the flexibility of work hours provided. An integral part of any flexible hours program is the freedom of the employee, if he or she wishes, to maintain a constant schedule of hours from day to day regardless of the amount of flexibility provided.

(4) *Scheduling breaks.* Flexible work schedules may be designed with two core times within each day. In a typical example, a dual core time model will contain one core time band from 9 to 11 a.m. and another from 1 to 3 p.m. Section

6101(a)(3)(F) of title 5 states that ". . . the head of an Executive agency . . . shall provide, with respect to each employee in his organization that . . . breaks in working hours of more than one hour may not be *scheduled* in a basic work day." The intent of this provision is to prevent agencies from regularly scheduling employees to work split shifts. To *schedule* a break of more than 1 hour would be to establish a schedule which would *require* the employee to stop work for some period of time in excess of 1 hour, and prohibit an employee from continuing work toward completion of the basic work day until some later point in time. *The establishment of dual core time bands may not be used for the purpose of requiring an employee to stop work for more than 1 hour.* The use of the midday flexible band for periods in excess of 1 hour shall be entirely at the discretion of the employee. Care should be exercised to insure that the amount of time established as a midday flexible band is not so great as to prevent an employee from completing an uninterrupted 8-hour work day plus whatever time has been designated for lunch within the established working hours. Under a dual core time band model no employee is *required* to interrupt his or her work day for more than the designated lunch break. The midday flexible time band established between the dual core time bands is available for use at the employee's *option*. For example, in the following illustration the core time bands are 9 a.m. to 11 a.m. and 1 p.m. to 3 p.m. leaving a 2-hour midday flexible time band:



One-half hour has been designated for lunch. This organization has decided that the half-hour lunch break will be taken sometime within the midday flexible time band, that is between 11 a.m. and 1 p.m. Other than taking the one-half hour designated lunch break an employee may work an uninterrupted 8-hour day. However, the option is available for an employee to utilize the midday flexible time band *without any charge to leave* for up to an additional hour and a half in excess of the one-half hour lunch break. If an employee chooses to utilize any of this additional midday flexible time the requirements are that he/she must complete 8 hours of work within the designated working hours of the day, in this instance between 7 a.m. and 6 p.m., and be present during all of the hours of the two core time bands.

(5) *Night differential for GS employees.* Section 5545 of title 5 U.S.C. provides in part that, "(a) Except as provided by subsection (b) of this section, nightwork is regularly scheduled work between the hours of 6:00 p.m. and 6:00 a.m. . . . Except as otherwise provided by subsection (c) of this section, an employee is entitled to pay for nightwork at his rate of basic pay plus premium pay amounting to 10 percent of that basic rate." The establishment of the working hours under a flexitime program constitutes the establishment of a scheduled tour of duty and thereby fixes the period designated for regularly scheduled work. If an agency establishes for its flexitime program a flexible time band which begins prior to 6:00 a.m. or ends subsequent to 6:00 p.m., a shift differential must be paid to an employee for any hours the employee works toward completing the basic 8-hour work day before 6 a.m. or after 6 p.m.

For example, if a flexible hours schedule were established from 7:30 a.m. to 6:30 p.m. the organization would incur an obligation to pay shift differential for any time an employee elected to work between 6:00 p.m. and 6:30 p.m. This should not be interpreted as a prohibition against establishing a flexible hours schedule with flexible time bands beginning before 6:00 a.m. or ending after 6:00 p.m. However, where an operation is currently on a day shift for which no shift differential is currently paid to employees, the organization should evaluate the cost effectiveness of incurring this additional expense. In addition all flexitime programs should be consistent with Department of Energy guidelines discussed in section C–2d(6).

(6) *Night differential for prevailing rate employees.* Section 5343(f) provides that "A prevailing rate employee is entitled to pay at his scheduled rate plus a night differential—(1) amounting to 7½ percent of that scheduled rate for regularly scheduled nonovertime work a majority of the hours of which occur between 3 p.m. and midnight; and (2) amounting to 10 percent of the scheduled rate for regularly scheduled nonovertime work a majority of the hours of which occur between 11 p.m. and 8 a.m." Any agency establishing a flexible work schedule for a prevailing rate employee should be aware that if the working hours of the day, that is those hours consisting of the flexible time bands and the core time band(s) taken in combination, are such that either of the provisions of section 5343(f) are applicable they would incur additional cost due to the requirement to pay shift differential. This is not intended to be a prohibition against establishing such a flexible hours schedule but merely a caution to insure that the establishment of such a schedule is a conscious decision on the part of management and that the establishment of such a schedule and the higher costs which would be generated would be in the best interest of the Government.

The introduction of a flexible work schedule for prevailing rate employees requires special attention in construction of the model if either a shift differential is presently paid or the model contemplated encompasses hours which are subject to a differential. The question of determining what constitutes a majority of the hours worked raises the question of how to account for the meal break as this can be critical in determining the payment of shift differential. Paragraph S8–4C(7) of FPM Supplement 532–1 addresses this question and states that "meal breaks of one hour or less that occur when a night shift differential is authorized should be included for purposes of determining a prevailing rate employee's entitlement to night shift differential." For example, if a flexible work schedule is established from 9 a.m. to 9 p.m. with a core time band of 11:30 a.m. to 4 p.m. and an employee works from 11:30 a.m. to 8 p.m. with a half-hour meal break from 3:30 to 4 p.m., the 30-minute meal break is included for determining that a majority of the working hours did occur during the second shift, and a 7½ percent night differential is payable.

The same would hold true for a shift in which the majority of the hours worked occurred between 11 p.m. and 8 a.m. for which a 10 percent differential would be payable.

(7) *Charging leave.* The nature of flexible work hours is such that individuals working under these schedules will have the opportunity to schedule their time off in such a way as to better utilize annual and sick leave. For instance, doctor and dental appointments may be scheduled during one of the flexible bands so that sick leave can be conserved for use in the event of a major illness.

However, there is no requirement that individuals use the flexible time bands to take care of doctor or dental appointments or other personal matters. These appointments, as well as personal time off, may continue to be scheduled anytime during the designated working hours if the employee wishes to charge this time to leave. Time off work during a core time band must be charged to the appropriate leave category unless a specific deviation is authorized (see C–2c(6), Core time deviation).

The introduction of flexitime in no way affects an employee's right to annual or sick leave, during either the core time band(s) or during the flexible time bands. It merely provides the employee with the option to better control the use of sick and annual leave. Further, the introduction of flexitime in no way changes the supervisor's authority to approve the scheduling of leave. However, because flexitime offers substantial opportunities for employees to use their increased flexibility instead of small amounts of leave, and, therefore, it can be expected that many employees will accumulate larger amounts to use, it becomes even more important that supervisors and employees effectively plan a mutually agreeable leave schedule early in the year to insure that no employee is placed in the position of forfeiting annual leave at the end of the leave year.

CSC regulation 630.206 currently states that "(a) unless an agency establishes a minimum charge of less than one hour, or establishes a different minimum charge through negotiations, the minimum charge for leave is one hour and additional charges are multiples thereof." This regulation applies to both annual leave and sick leave. A personnel policy which requires that leave be charged in minimum blocks of 1 hour may result in an employee in a flexitime program using substantially more leave than may be necessary. This can result in an unnecessary loss of productive hours to the organization. This is especially true in the case of sick leave, where it is hoped that such leave will be used prudently. Many employees wishing to save their sick leave may find they are able to schedule appointments in such a way that only 15, 30, or 45 minutes of leave time, in addition to the available flexible time, is required to meet their needs. Therefore, agencies are encouraged to examine their current policies in order to insure that they are consistent with the new flexibility. Under flexible hours the granting of leave in increments of less than 1 hour may reduce the use of short term sick leave and leave without pay, thereby benefiting both the organization and the employee.

Regulation 630.206 further provides that "if an employee is unavoidably or necessarily absent for less than one hour, or tardy, the agency, for adequate reason, may excuse him without charge to leave." While the gliding schedule allows great employee flexibility and thus offers substantial opportunities to reduce tardiness, more limited flexitour arrangements may provide little or no opportunity for reducing tardiness. However, even in some of the more limited flexitour arrangements, some flexibility may be provided (such as a 15-minute variation before and after the selected arrival time) so that employees could be allowed to complete their scheduled number of work hours on a day in which they arrived at work after the start of their selected flexitour, by making up the time after their scheduled departure time. Therefore, employee tardiness under a flexitour schedule may be dealt with in any of the following ways:

(a) Allowing the employee to complete his/her scheduled work hours by staying past his/her regularly scheduled departure time;

(b) By excusing the tardiness, up to 1 hour;

(c) By charging the time to leave; or

(d) By disciplinary measures.

The treatment of tardiness will vary depending upon the facts and circumstances of each individual case.

Employee tardiness (arriving after core time) under a gliding schedule could also be dealt with using the methods enumerated above with the exception of allowing an employee to stay after the end of the afternoon flexible time band.

(8) *Part-time employees.* The use of flexitime is not limited to full-time employees and may provide an important benefit to part-time employees as well. In this regard it is important to note that core time band(s) need not be the same for part-time employees as they are for full-time employees, although the total number of designated working hours would probably

remain the same for part-time employees. The core time band(s) for a part-time employee can be established by his/her supervisor according to the operational needs of the office.

FPM Supplement 990–2, book 630, subchapter S2, paragraph S2–1a(4) with respect to entitlement to leave provides that part-time employees" . . . must have a regular tour of duty prescribed in advance for an administrative workweek to establish eligibility under chapter 63 of the law." Therefore, in addition to the establishment of core time and flexible time bands, agencies should also prescribe the number of hours a part-time employee must work each day in the administrative workweek, in order to satisfy the requirements of the leave laws.

b. **Administrative leave—excused absence (without charge to leave) in special circumstances.**

Note: Use of electro-mechanical or electronic time accumulating deviecs described in subsection C–3c(3)(b) and (c) may not provide the information needed to determine the usual arrival time outlined in paragraph (4) of this subsection; this will vary depending upon the equipment used.

(1) *General guidance.* Under flexitime, the head of an agency may grant excused absence (sometimes referred to as administrative leave) to employees under certain specific circumstances, as in the event of hazardous weather or to allow employees the opportunity to vote. For employees on a flexitour arrangement the amount of excused absence to be granted shall be based on the employee's established flexitour in effect for the period covered by the excused absence. However, since employees on gliding schedules may vary their starting and quitting times daily, a method is needed for determining how much excused absence should be granted for employees on such schedules.

In order to minimize the problem of determining how much excused absence should be granted to employees on gliding schedules, it is recommended that agencies establish the former fixed work hours (e.g., 8 a.m. to 4:30 p.m.) or customer service hours, if used, (e.g., 8:30 a.m. to 5 p.m.) as a point of reference for determining the amount of excused absence to be granted. While this may cause inconvenience for some employees, a requirement for agencies to determine the usual arrival time for employees on gliding schedules is not administratively feasible for many organizations. Should an agency choose to grant excused absence for voting and registration to employees on gliding schedules based on their individual daily work patterns, specific detailed guidance on methods which may be used to determine an employee's usual arrival time is provided in paragraph (4) of this subsection.

The excused absence policy for various situations is discussed in the paragraphs below. It is expected that agencies will generally work through the Federal Executive Board in their area, to coordinate Federal policies regarding agency or installation closings due to adverse weather or other emergency conditions in a given geographic area.

(2) *Hazardous weather.* While appendix A to book 610, FPM Supplement 990–2, contains the guidelines pertaining to group dismissal of employees during emergency situations, the nature of flexitime requires that additional guidance be provided on the granting of excused absence in these circumstances to ensure the equitable treatment of all employees.

Each of the following cases assumes that a specific determination is made by the designated official that weather conditions are so unusual or extreme for the particular area that excused absence is to be generally made available to all employees as required. In addition it is intended that the amount of excused absence which could be granted under these guidelines would be limited by the overall limitation established by the agency for a particular situation.

(a) Where the opening of a Federal office is delayed for a specified number of hours and is generally applicable to employees in a given location, the traditional fixed schedule hours will normally be used as a reference point and all employees of flexitime will be treated the same as all other employees. For example, if, prior to the introduction of flexitime the office hours were 8:30 a.m. to 5:00 p.m. with ½ hour for lunch, should the office opening be delayed 2 hours, all employees would be advised to report at 10:30 a.m. and would work a 6-hour day. It is intended that employees on flexitime should neither receive favored treatment nor be penalized as a result of flexitime, but rather, that these employees should be treated in a manner which provides for equity with employees working on a standard nonflexible work schedule.

Under an alternative method, the agency may provide that all flexitime employees be permitted to work the prescribed number of hours for the day between the designated opening of the agency that day and the end of the normal afternoon flexible time band.

(b) Often the situation is such that employee arrivals and delays are handled on a case-by-case basis since the conditions causing problems may not affect all employees in a geographic area. When hazardous weather or other emergency situations result in the agency making a determination that an employee was required to spend an inordinate amount of time en route because of hazardous or emergency conditions, the amount of time to be excused should be based upon the amount of extra time it took the employee to commute to work because of the prevailing emergency conditions. For example, if hazardous driving conditions prevail because of a snowstorm, and it normally takes Employee A ½ hour to commute to work, but because of the weather conditions, it takes him/her 1 and ½-hours to reach the office or work site, it would be appropriate to excuse 1 hour without charge to leave. If Employee B normally commutes to work in 15 minutes, but because of the hazardous weather conditions, arrives at work after a 45-minute commute, it is appropriate to grant ½-hour of excused absence.

(*c*) When a decision is made to dismiss employees from work early because of a general or area-wide condition, employees on flexitime should be treated the same as employees on fixed work schedules. Thus, each employee affected by an early dismissal policy, whether on a fixed work schedule or a flexible work schedule, should be allowed to leave work early for the number of hours designated by appropriate authority (e.g., employee arrived at work at 8 a.m. and 2 hours of excused absence is granted to all employees. Assuming a ½ hour lunch period, the employee would leave work at 2:30 after having worked 6 hours). In situations where early dismissal is deemed advisable because of a snowstorm or air pollution emergency, for example, this policy will allow a staggering of traffic out of the affected area and will be equitable to all employees involved. Of course this would apply only to early dismissal situations where the intent is to stagger outflow. Where a decision is made to close because conditions are of an emergency nature, necessitating immediate evacuation (e.g., a fire in a building, or an earthquake in an area), all employees would leave at the same time.

For further guidance on handling dismissal and leave treatment of employees during emergency situations, please refer to appendix A to book 610, FPM Supplement 990–2.

(3) *Voting and registration.* Book 630, Subchapter 11, Excused Absence, FPM Supplement 990–2, states the administrative policy to be used when excusing employees to vote and registering to vote. The same approach to time off for voting and the same general statements made at the opening of this subsection apply when determining a policy for voting time off. Therefore, on voting and registration days, for purposes of excused absence from duty without charge to leave it will be assumed that all employees are working the former fixed agency work hours, or the agency's customer service hours, whichever is used, unless a different method is prescribed under a negotiated agreement. For example, if an agency's former fixed work hours were from 8 a.m. to 4:30 p.m., and an employee reported for work at 7 a.m. on election day, the amount of excused absence to be granted,

if any, will be computed as though the employee had arrived at 8 a.m. The same procedure would be followed if customer service hours were used in lieu of the former fixed work hours. Thus, if the polls opened at 7 a.m. and closed at 7 p.m. ½-hour of excused absence would be authorized for all employees regardless of their actual arrival or departure time for that day, since this is the least amount of time which could be granted to allow 3 hours before or after the work day to vote or to allow employees to register to vote (the time between 4:30 p.m. and 7 p.m. is 2½ hours).

For agencies using the employee's usual arrival time as a reference point, (see paragraph 4 of this subsection) the policy as stated in FPM Supplement 990–2, book 630, S11–2a(1) is directly applicable to employees on gliding schedules with the substitution of the words "usual arrival and departure time" for "regular hours of work." Therefore, it would read: "As a general rule, where the polls are not open at least 3 hours either before or after an employee's usual arrival or departure time at work, he may be granted an amount of excused absence which will permit him to report for work 3 hours after the polls open or leave work 3 hours before the polls close whichever requires the lesser amount of time off."

The following are some examples: Assume in each of the following cases that the polls open at 7:00 a.m. and close at 7:00 p.m., and further, that the employee is full-time with ½-hour designated for lunch. The flexible time band in the morning is 7:00 a.m. to 9:00 a.m. Employee I normally arrives at 8:00 a.m.; this is a difference of 1-hour from the time the polls open. This employee works 8 hours with ½-hour for lunch and leaves at 4:30 p.m. Therefore, in the afternoon the difference between the employee's departure time and the closing of the polls is 2 hours and 30 minutes. The policy states that the employee will be granted an amount of excused absence which will permit reporting for work 3 hours after the polls open or leaving work 3 hours before the polls close, which ever requires the lesser amount of time. Granting time off in the afternoon would be the lesser amount of time as only an additional 30 minutes are needed to satisfy the 3-hour policy. Therefore, it is appropriate for this employee to be granted 30 minutes of excused absence.

Employee II arrives at work 9:15 a.m.; the difference between 9:15 a.m. and the 7:00 a.m. opening of the polls is 2 hours and 15 minutes. There is a 45-minute difference between the 3-hour guidelines and the amount of time available to the employee in the morning. In the afternoon the employee would normally depart at 5:45 p.m., resulting in a difference of 1-hour and 15 minutes. The lesser amount of time is in the morning and it would therefore be appropriate to grant this employee 45 minutes of excused absence in accordance with the policy.

Employee III normally arrives at work at 7:00 a.m. Because the polls close at 7:00 p.m., it can immediately be seen that there is more than a 3-hour difference between the closing of the polls and the normal departure time of this employee. Therefore, no excused absence is warranted.

Remember, the treatment of each of these employees is consistent with treatment which would be given to any other three employees who might have been assigned to these times as fixed work schedules.

(4) *Determining an employee's usual arrival time under a gliding schedule.* Regardless of the degree of flexibility provided in a particular schedule, employees on flexitime generally follow a pattern of arrival and departure and deviations may cause serious inconvenience or even hardship. Carpool schedules, limited availability of public transportation and family requirements are all factors which will limit an employee's use of the flexible time bands. Therefore, if an agency, as a matter of policy or the result of a negotiated agreement, determines that in order to mitigate such inconvenience for employees, excused absence should be granted to each employee based upon his/her normal pattern of arrival, the following methods

for determining the employee's usual arrival time are offered for consideration.

(a) *Constant pattern of arrival.* The majority of employees tend to arrive within 5 to 10 minutes of the same time each day once a pattern has been established. Therefore, the constant arrival time or pattern which has been established should be used as a reference point. For example, if an employee has maintained a virtually constant pattern of arrival at 7:30 a.m. this will become the reference point for that employee.

(b) *Predominant pattern of arrival.* If an employee maintains a schedule in which one particular arrival time dominates, e.g., the employee generally arrives at 7:30 a.m. on 4 out of the 5 days, this arrival time should be used in determining the amount of excused absence to be granted.

(c) *Variable pattern of arrival.* Where there is considerable variation in an employee's arrival time such that there is no discernable pattern, the mathematical average of the employee's arrival time for the previous 2-week period should be computed and this average arrival time used as a reference point for determining excused absence. The selection of the appropriate method for determining how much excused absence should be granted to employees of agencies with the policy of granting excused absence without charge to leave in special circumstances, based on the employee's individual work pattern, provides the supervisor with a sound basis on which to make an objective determination under any of the possible flexible hour models described herein.

c. **Time accounting systems.** A discussion of the various time accounting methods which are possible under flexible hours must also be integrated with General Accounting Office policies dealing with time recording (See GAO Policies and Procedures Manual for Guidance of Federal Agencies, title 6, Pay, Leave and Allowances, Section 16.2, Recording and Reporting Time and Attendance or Piecework for Civilian Employees). Particular attention should be paid to the paragraph of section 16.2 which deals with the requirement for the timekeeper to have positive knowledge as to an employee's presence or absence. Specific inquiries should be sent to the Office of Assistant Director, Financial and General Management Studies Division, U.S. General Accounting Office, 441 G Street, NW., Room 6110, Washington, D.C. 20548.

In most instances the maintenance of additional records for the purpose of collecting experimental data will not adequately substitute for the time and attendance report. However, a few of the more sophisticated systems which are presently available may meet GAO requirements. An organization considering the use of such a system should work with GAO to determine its acceptability for time and attendance reporting.

What follows is a general discussion of the various methods of time accounting which might be considered desirable when an organization introduces a flexitime system. Under each of the following methods it is presumed that the present system of time and attendance reports will continue to be kept unless GAO grants a specific exception.

T&A reports will continue to be utilized as they are at the present time. One particular aspect of GAO regulation 16.2 should be noted. It states that, "The exact time of day of all absences from duty, except authorized lunch periods, shall also be recorded each day." *Absence from duty* implies that it is a time during which the employee would otherwise be expected to be on the job. To apply this provision under a flexitime program, timekeepers should record the exact time of all absences during the working hours which will be charged to some type of leave. Core time deviations or authorized time off during flexible time bands which are not being charged to any type of leave will not reduce the number of hours an employee actually works as part of his/her regular schedule. While core time deviations are not considered absences from duty, they should nonetheless be noted by the employee's supervisor, either on the time and attendance report, or such other form as may be developed specifically for recording flexible work hours.

Due to the many variations and degrees of flexibility which are possible, no one method of time accounting is recommended. Rather, as part of the planning process, each organization should consider the options available and select the method or methods they regard as appropriate considering such factors as:

- Type of flexible hours system to be introduced;
- Preferences of management and union; and
- Special conditions existing in the organization.

(1) *Work report system.* (To be used in conjunction with the regular Time and Attendance Report). Many organizations already use a work reporting system in which the employee records the allocation of time to various projects or activities. A portion of this form may be set aside to record arrival and departure times as well as any other exceptions to the normal workday. This system is useful in that it provides: (1) a written record during experimental periods for determining the effect of the program on patterns of traffic flow and mass transit systems; and (2) the amount of office coverage during various periods of the day. Each employee maintains a work reporting sheet which generally covers a 2-week pay period.

(2) *Sign-in/sign-out sheets.* These can be placed in convenient locations at each work site to avoid waiting in line. Each employee enters his/her name and the time of arrival, departure or other exceptions to the normal workday. This method has the same advantages, insofar as yielding a written record of arrival and departure data, as the work report system.

(3) *Automatic time recording equipment.* (a) *Time clocks.* Traditional time clocks can be utilized to record the time of arrival and departure of employees and this may be considered especially advantageous where such equipment is already installed. This type of equipment as well as sign-in/sign-out sheets and some other forms of electro-mechanical or electronic equipment have the same advantage as the work reporting system insofar as providing a written record for evaluation purposes.

Section 6106 of title 5, United States Code, prohibits the use of traditional time clocks which record the time of arrival and departure of employees in an executive department in the District of Columbia. This prohibition does not apply elsewhere in the United States.

Since a *time clock* is a clock with a device to record the times of arrival and departure of employees or the time at which a job is begun or completed and since this is the type of equipment which the Congress had in mind at the time of the enactment of the law which now appears as section 6106 of title 5, U.S.C., this is the type of equipment prohibited. The two types of equipment described under (b) and (c) below are not considered time clocks under this definition.

(b) *Electro-mechanical time accumulating devices.* Originally developed primarily for use under European forms of flexitime, electro-mechanical devices are available from a number of manufacturers at the present time. These generally consist of modular units with digital time accumulators activated by some form of coded card or key. They may be programmed for each flexible hours schedule and are activated by the employee. They provide an up-to-the-minute record of the number of hours each employee has worked to that point in time in the workweek. They do not record times of arrival and departure and for this reason are not considered time clocks within the meaning of section 6106 of title 5, United States Code.

(c) *Electronic time accumulators.* More sophisticated forms of automatic time accumulating devices are available which may be utilized for a large number of employees (several thousand), and can be connected into computers. Some models have a capability for handling certain payroll transactions as well as distinguishing basic work hours from overtime hours.

Note: Use of electro-mechanical or electronic time accumulating devices described in (b) and (c) above may not provide the information needed to determine the usual arrival time outlined in paragraph (4) of subsection C-3b; this will vary depending upon the equipment used.

No specific form of timekeeping is recommended. Rather, it is recommended that each organization explore its own particular needs and make a judgment based upon those needs as to what method of time accounting appears most appropriate.

Book 620

Alternative Work Schedules

Contents

SUBCHAPTER S1: Introduction; Definitions; General Provisions
  S1—1: Introduction
  S1—2: Definitions
  S1—3: General Provisions

SUBCHAPTER S2: Flexible Work Schedules—Title I Programs
  S2—1: The Basic Work Requirement
  S2—2: The Tour of Duty: Core Time Bands and Flexible Time Bands
  S2—3: Credit Hours; Overtime and Other Premium Pay Provisions; Compensatory Time Off
  S2—4: Leave; Excused Absence; Temporary Duty; Travel

SUBCHAPTER S3: Compressed Work Schedules—Title II Programs
  S3—1: Basic Work Requirement and the Tour of Duty
  S3—2: Premium Pay Provisions
  S3—3: Leave; Excused Absence; Temporary Duty; Travel
  S3—4: Special Administrative Provisions for Compressed Schedules

SUBCHAPTER S4: Seasonal Schedules
  S4—1: General
  S4—2: Research Provisions

SUBCHAPTER S5: General Administrative Provisions for the Alternative Work Schedules Experimental Program
  S5—1: Labor-Management Relations
  S5—2: Appeals to the Merit Systems Protection Board
  S5—3: Time Accounting
  S5—4: Privacy Act
  S5—5: Changes in Payroll Procedures and Personnel Policy
  S5—6: Staggering Work Hours in Metropolitan Washington, D.C.

APPENDIX A. Regulations

APPENDIX B. Models of Alternative Work Schedules

APPENDIX C. Master Plan for the Alternative Work Schedules Experimental Program

APPENDIX D. Flexifinder for Flexitimers

Subchapter S1: Introduction; Definitions; General Provisions

S1-1. INTRODUCTION

a. Public Law 95-390, the Federal Employees Flexible and Compressed Work Schedules Act of 1978 (effective March 29, 1979), established a 3-year, experimental program designed to test the feasibility and efficacy of using flexible and compressed work schedules (hereafter jointly referred to as "alternative work schedules") in the executive branch of the Federal Government. The Office of Personnel Management (OPM) has responsibility under this law for planning, organizing, establishing and managing this experimental program. The law stipulates that OPM will evaluate the effects of such schedules on six specific areas of impact:

—The efficiency of Government operations;
—Mass transit facilities and traffic;
—Levels of energy consumption;
—Service to the public;
—Increased opportunities for full-time and part-time employment; and
—Individuals and families generally.

b. Book 620, together with its appendices, provides guidance on the administration of alternative work schedules and on the evaluation of the experimental program with respect to the six impacts areas identified above. However, this book does not and is not intended to provide guidance for every situation that may arise under an alternative work schedule. An example of such a situation may be administration of leave and pay while an employee is on jury duty. Such guidance may be found in other appropriate portions of this supplement.

S1-2. DEFINITIONS

a. *Law. Sec. 3 For purposes of this Act (other than title IV)—*

(1) the term "agency" means an Executive agency and a military department (as terms are defined in sections 105 and 102, respectively, of title 5, United States Code);

(2) the term "employee" has the meaning given it by section 2105 of title 5, United States Code;

(3) the term "Commission" (now "Office" or "Board") means the United States Civil Service Commission (now the Office of Personnel Management or the Merit Systems Protection Board, as appropriate); and

(4) the term "basic work requirement" means the number of hours, excluding overtime hours, which an employee is required to work or is required to account for by leave or otherwise.

Sec. 101. For purposes of this title (Title I—Flexible Work Schedules)—

(1) the term "credit hours" means any hours, within a flexible schedule established under this title, which are in excess of an employee's basic work requirement and which the employee elects to work so as to vary the length of a workweek or a workday; and

(2) the term "overtime hours" means all hours in excess of 8 hours in a day or 40 hours in a week which are officially ordered in advance, but does not include credit hours.

Sec. 201. For purposes of this title (Title II—Compressed Work Schedules)—

(1) The term "compressed schedule" means—

(a) *in the case of a full-time employee, an 80-hour biweekly basic work requirement which is scheduled for less than 10 workdays, and*

(b) *in the case of a part-time employee, a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays; and*

(2) *the term "overtime hours" means any hours in excess of those specified hours which constitute the compressed schedule.*

b. *Other definitions* (Note: The terms which follow have been given a meaning specially tailored to alternative work schedules experimentation.)

(1) *Core time* means those designated hours and days during the biweekly pay period when an employee on a flexible schedule must be present for work.

(2) *Flexible time* means that part of the schedule of working hours during which employees may choose their time of arrival at and departure from the work site, within limits consistent with the duties and requirements of the position. To the extent permitted, credit hours may be accumulated to reduce the length of a workweek or a biweekly pay period.

(3) *Flexitime* means a system of work scheduling which splits the workday into two distinct kinds of time—core time and flexible time. The two requirements under any flexitime schedule are:

(a) the employee must be at work during core time, and

(b) the employee must account for the total number of hours he or she is scheduled to work.

(4) *Flexitour* means a flexible schedule in which an employee, having once selected starting and stopping times within the flexible time bands, continues to adhere to these times. Further opportunities to select different starting and stopping times may subsequently be provided by the agency.

(5) *Gliding schedule* means a flexible schedule in which an employee has a basic work requirement of 8 hours in each day and 40 hours in each week, and may select an arrival time each day and may change that arrival time daily as long as it is within the established flexible time band.

(6) *Variable day schedule* means a flexible schedule containing core time on each workday in the week and in which an employee has a basic work requirement of 40 hours in each week of the biweekly pay period, but one in which an employee may vary the number of hours worked on a given workday within the week, within the limits established for the organization.

(7) *Variable week schedule* means a flexible schedule containing core time on each workday in the biweekly pay period and in which an employee has a basic work requirement of 80 hours for the biweekly pay period, but one in which an employee may vary the number of hours worked on a given workday or the number of hours each week, within the limits established for the organization.

(8) *Maxiflex schedule* means a flexible schedule which contains core time bands on fewer than 10 work days in the biweekly pay period and in which an employee has a basic work requirement of 80 hours for the biweekly pay period, but one in which an employee may vary the number of hours worked on a given workday or the number of hours each week, within the limits established for the organization.

(9) *Biweekly pay period* means the 2-week period for which an employee is scheduled to perform work.

(10) *Experiment* means a program established under authority of Public Law 95–390 which allows an employee to work a flexible work schedule or a compressed work schedule (e.g., a 4-day week) in an organization of an agency and for which the agency and the Office of Personnel Management are collecting data for purposes of evaluating the impact of such a schedule.

(11) *Organization* means an entity within an agency which is headed by an official with the authority to establish tours of duty.

(12) *Work unit* means an entity located in one place with a specific mission and with homogeneous procedures or technology, and headed by a supervisor or manager authorized to certify time and attendance reports and approve leave.

S1–3. GENERAL PROVISIONS

a. *OPM Authority*. The law grants OPM certain authorities:

(1) To establish a Master Plan which will set forth the research design by which experiments with alternative work schedules will be tested and evaluated (section 4(a) (2) of Public Law 95–390);

(2) To promulgate regulations necessary for the administration of the experimental program (section 305 of Public Law 95–390); and

(3) To require selected agencies to conduct experiments. If necessitated by too few experiments or too narrow a sample of the Federal work force, OPM may request selected departments and agencies to conduct feasibility studies and to propose tests where they seem appropriate. (Note: Upon receiving such a request, if an agency head determines that conducting an experiment would disrupt the operation of the agency, a statement may be filed with the Director of OPM requesting exclusion from the program in accordance with the procedure established in section 4(d) of Public Law 95–390.)

(Note: All organizations converting to, or adding provisions within the confines of *any* type of alternative work schedule after March 29, 1979, (including those permitted under the permanent provisions of title 5, United States Code) are required to notify OPM that they are conducting an experiment. OPM Form PP 60–6 may be utilized for this purpose.)

b. *Agency Authority*. (1) An agency may conduct one or more experiments with alternative work schedules. The decision whether to experiment, subject to the obligation to negotiate with representatives of exclusive unions, is at the discretion of the agency head, and may be delegated to subordinate officials in the agency and to the heads of agency field installations. (Agencies are encouraged to delegate such authority to the lowest appropriate level in the agency.)

(2) An agency may establish procedures providing for the conduct of experiments in their headquarters and field activities. An agency should establish the general policy as well as guidelines, instructions, and procedures necessary to provide for the involvement of their subordinate activities in the experimental program. (Note: Such guidance and instructions must be consistent with research requirements as promulgated by OPM and delineated in the Master Plan, Appendix C to this book.)

c. *Other Provisions*. (1)(a) The temporary suspension of premium pay and scheduling provisions of title 5, United States Code, and the overtime pay provisions of the Fair Labor Standards Act, as specified in Public Law 95–390, applies *only* to organizational units participating in the experimental program. All current provisions of title 5 and the FLSA remain in effect for non-participating organizational activities.

(b) Experimental programs must be in place no later than the first full pay period which begins after April 30, 1980.

(c) Agencies wishing to adopt flexible schedules permitted under the provisions of title 5 do not need OPM approval to begin these limited types of flexitime programs whenever they wish to do so, provided that no provisions of Public Law 95-390 are used. However, agencies must continue to notify OPM that they are implementing such schedules on OPM Form PP 60-6 until January 1982.

(2) Organizations with flexitime programs established prior to March 29, 1979, within the constraints of the 8-hour day and 40-hour week, and which do not desire to take advantage of the additional degrees of flexibility provided by Public Law 95-390, will continue to be covered by the current provisions of title 5, United States Code, the Fair Labor Standards Act (as applicable), and the guidance provided in Appendix C to Book 610 of this supplement. For these organizations, there will be no requirement to collect data or notify OPM that they are operating under a flexitime program.

(3) Nothing in the experimental program should be interpreted as diminishing the authority of an organization presently using non-standard schedules under section 6101 of title 5, United States Code, or OPM regulations, to continue to operate under those schedules with their concomitant premium pay requirements. (*Non-standard schedule* means any schedule in which full-time employees work other than the standard schedule of 8 hours per day and 5 days per week in an administrative workweek. Such schedules include first 40-hour tours of duty, and any schedule in which employees work more than 8 hours per day or 40 hours per week.)

(4) While military personnel are not specifically covered under the law, an organization may include such personnel in an experiment within guidelines and procedures established by the appropriate military authority.

(Note: All experimental programs must be administered by provisions contained in Title I for flexible schedules *or* Title II for compressed schedules of Public Law 95-390.)

Subchapter S2: Flexible Work Schedules—Title I Programs

S2–1. THE BASIC REQUIREMENT

a. Under any flexible schedule, the basic work requirement is the number of hours within a specific period of time which an employee must work or otherwise account for by credit hours, sick or annual leave, leave without pay, compensatory time off, or excused absence. Depending upon the schedule by which he or she is covered, a full-time employee will normally have a basic work requirement of either 8 hours in a day, 40 hours in a week, or 80 hours in a biweekly pay period. However, agencies retain the discretion to deviate from these hours and accounting periods as long as the basic work requirements selected are integral multiples of those cited—for example, 160 hours in a 4-week period.

b. The basic work requirement for a part-time employee is the number of hours which that employee is required to work or otherwise account for by credit hours, sick or annual leave, etc., within a specified period of time as determined by an appropriate agency official.

S2–2. THE TOUR OF DUTY: CORE TIME BANDS AND FLEXIBLE TIME BANDS

a. *General.* (1) The tour of duty is comprised of all hours and days for which core time bands and flexible time bands have been designated, including those days within a maxiflex schedule (see Appendix B to this book) for which only flexible hours are scheduled.

(2) Temporary changes in the tour of duty may be made pursuant to the terms of a negotiated agreement, if applicable, or agency policy.

(3) An individual employee's tour of duty may be adjusted on a temporary basis, subject to any advance notification required.

b. *Tailoring the Flexible Schedule.* (1) Appendix B of this book contains models of flexible schedules designed by OPM to suggest various schedules made possible by Public Law 95–390. They are not intended to be all-inclusive, nor are they intended to preclude any variations in the establishment of flexible or core time bands which an agency may determine to be appropriate. All models referred to hereafter may be found in Appendix B to this book.

(2) Agencies have the authority to establish flexible and core time bands for organizations and work units within their administrative purview and the parameters necessitated by any given schedule. An agency head may delegate this authority to the organizational level he or she considers appropriate.

(3) Since the types of flexible schedules available for use vary significantly, an organization should tailor the model to meet its needs. Normally, this will be accomplished by the way in which core time bands and flexible time bands are structured. For example, if a work unit has discernible peak business times in the morning and in the afternoon, two different core time bands for each of two different groups may be created. The first group may have a flexible band from 6 a.m. to 7 a.m., with a core time band from 7 a.m. to 11 a.m., followed by another flexible band from 11 a.m. to 4 p.m. The second group might have a flexible band from 10 a.m. to 1 p.m., with core time from 1 p.m. to 5 p.m., followed by another flexible band from 5 p.m. to 8 p.m. This would facilitate efficiency of operations while maximizing employees' flexibility around the noon lunch period.

(4)(a) Appendix D of this book, "Flexifinder for Flexitimers", is a grid displaying workday ending times based upon starting time and length of lunch period and/or midday flex for employees on flexitime schedules which require 8 hours of work per day. Agencies operating on flexitour and gliding/modified gliding time flexible schedules should find this guide particularly helpful to employees who must certify time and attendance records. In addition, many employees may find the information displayed in the graph most helpful in determining the work schedule in their specific circumstances, especially if their starting time changes from day to day.

(b) Agencies on more liberal flexible schedules such as variable day, variable week, and maxiflex schedules may also find the "Flexifinder" a time-saving tool. Modification for use in these schedules would require only an addition or subtraction of hours to determine the ending time for employees flexing to a day of more or less than 8 hours. Agencies are encouraged to reprint the "Flexifinder" with modifications appropriate to their type(s) of flexitime.

c. *Guidelines, Ground Rules, and Limitations on Flexible Schedules.* In addition to determining the general parameters of the flexitime program, the agency may also establish additional guidelines, ground rules, and limitations. Such published guidelines, ground rules, and limitations would comprise an important part of the experimental program; thus, supervisor and employee understanding of them is vital to its success. In formulating policy on the following matters an agency should decide whether or not to:

(1) Exclude certain employees or groups of employees from an experimental program because of the nature of their positions, or because of unusual demands on certain elements of the organization;

(2) Require employees who are covered by experimental schedules to work specific hours during flexible time bands on a temporary or irregular basis;

(3) Permit employees freedom to choose starting and stopping times within the tour of duty established by the agency, with or without prior approval of a supervisor; require an employee to select from one of several predetermined tours; or require an employee to submit a schedule in advance for approval;

(4) Allow employees to leave the workplace during a flexible time band after they have arrived at work, either with or without prior notification and approval of the supervisor;

(5) Require an employee to inform the supervisor, in advance, of intent to earn or apply credit hours to his or her basic work requirement; or

(6) Permit an employee to apply credit hours to core time bands on an irregular or occasional basis with a supervisor's prior approval, although such hours would normally be applied only to flexible time bands.

(NOTE: Agencies should not *schedule* employees for lunch periods in excess of 1 hour, or establish split shifts which require the employee to stop work in excess of 1 hour before recommencing the workday.)

S2-3. CREDIT HOURS; OVERTIME AND OTHER PREMIUM PAY PROVISIONS; COMPENSATORY TIME OFF

a. *Credit Hours*. (1) Credit hours may be worked *only* by employees on flexible schedules. Credit hours are hours in excess of the basic work requirement, but within the tour of duty.

(2) Credit hours are hours of work performed at the employee's option; they are distinguished from overtime hours in that they do *not* constitute overtime work (that is, work in excess of 8 hours in a day or 40 hours in a week) which is officially ordered in advance by management.

(3) An employee has the right to use earned credit hours, subject to the agency's authority to approve the time at which they may be used.

(4) Credit hours are to be counted as a part of the basic work requirement to which they are applied. An employee is entitled to his or her basic rate of pay for credit hours.

(5) There is no limit on the number of credit hours which may be accumulated *during* the biweekly pay period (unless restricted by agency policy). However, an agency may establish a limit on the number of credit hours an employee may work on a daily, weekly, or biweekly basis. An agency may also limit the number of credit hours employees may carry over from biweekly pay period to biweekly pay period to less than the 10-hour maximum authorized by law, or the time frame within which employees may use credit hours (e.g., within the next four pay periods).

b. *Overtime Hours*. (1) For employees on flexible schedules, overtime hours are all hours in excess of 8 in a day or 40 in a week which are *officially ordered in advance* by management, and are in addition to completion of the weekly or biweekly work requirement. Public Law 95-390 requires that employees be properly compensated for hours in excess of 8 in a day or 40 in a week in the form of overtime pay when ordered by management or in the form of credit hours when worked at the option of the employee.

(2) This requirement that overtime hours be officially ordered in advance also applies to nonexempt employees under the Fair Labor Standards Act (FLSA). *Any requirement* to perform work in excess of 8 hours in a day or 40 hours in a week fulfills the criterion for overtime hours as defined in Public Law 95-390.

(3)(a) An employee who is covered by a flexible schedule which permits him or her to vary the length of the workday (i.e., variable day, variable week, and maxiflex schedules) may be ordered by management to work hours that are in excess of the number of hours which the employee *planned* to work on a specific day. If the hours ordered to be worked are not in excess of 8 in a day or 40 in a week at the time they are performed, the employee may:

(i) Take off from work on a subsequent workday for a period of time equal to the number of extra hours of work ordered;

(ii) Complete his or her basic work requirement as scheduled, and the extra hours may be counted as credit hours; or

(iii) Complete his or her basic work requirement as scheduled; and if agency policy permits, the resulting hours worked beyond the employee's basic work requirement may be compensated as overtime hours.

(b) A specific example of the above is as follows: An employee on a variable day schedule submits the following schedule for a subsequent week to his or her supervisor and has it approved: 10 hours on Monday, 10 hours on Tuesday, 6 hours on Wednesday, 8 hours on Thursday, and 6 hours on Friday. On Wednesday, the supervisor decides that the employee is needed for two additional hours and orders the employee to work the additional time. Although this is work officially ordered in advance, it is not in excess of 8 hours in a day or 40 hours in a week and therefore, is not *necessarily* to be paid as overtime.

In such a case, the employee may:

—work 2 hours less on a subsequent workday;

—work out the balance of his or her schedule as planned, and receive 2 credit hours; or

—if allowed by the policy adopted by the agency, work out the balance of his or her schedule as planned, and receive overtime pay for 2 hours, which would be the 41st and 42nd hour of his or her week.

c. *Other Premium Pay Provisions.* The Alternative Work Schedules Flexitime Models, in Appendix B to this book, provide detailed guidance on the administration of Sunday, holiday, and night pay for flexible schedules.

d. *Compensatory Time Off.* (1) Compensatory time off in lieu of overtime pay is distinguished from credit hours in that compensatory time derives from entitlement to pay for overtime work (i.e., work in excess of 8 hours in a day or 40 hours in a week, *ordered in advance by management*). Entitlement to compensation in the form of credit hours derives from work performed at the *option* of the employee which is in excess of the employee's basic work requirement (8 hours in a day, 40 hours in a week, or 80 hours in the biweekly pay period).

(2) With supervisory approval, compensatory time off may be applied to both flexible and core time bands.

(3) OPM regulation 5 CFR 620.104 provides that an employee on a flexible schedule may earn up to, but no more than, 10 hours of compensatory time off in lieu of payment for irregularly or regularly scheduled overtime. If an employee enters a flexible schedule program with more than 10 hours of compensatory time to his or her credit, that employee may earn no further compensatory time until his or her compensatory time balance is less than 10 hours. (Note: This limit does not apply to compensatory time off for religious observances under 5 U.S.C. 5550a.)

S2-4. LEAVE; EXCUSED ABSENCE; TEMPORARY DUTY; TRAVEL

a. *Sick and Annual Leave.* (1) For employees on flexible schedules, time off work during a core time band must be charged to the appropriate leave category unless a specific deviation (see S2-2.C.(6)) is authorized. Additionally, time off during an employee's basic work requirement must be charged to the appropriate leave category, credit hours or compensatory time off, or an excused absence if warranted. An employee may choose to charge time off during a flexible time band to an appropriate leave category; however, there is no requirement that individuals use the flexible time bands for medical or dental appointments or other personal matters in lieu of sick or annual leave. These appointments, as well as personal time off, may continue to be scheduled any time within the entire flexible schedule, if an employee wishes to charge this time to leave. However, an employee may use credit hours in lieu of sick or annual leave in order to preserve such leave when the time off is scheduled within his/her flexible time bands or he/she is authorized a specific deviation.

(2) The maximum amount of sick or annual leave which an employee covered by a flexible schedule may apply to his or her basic work requirement for any given day is the number of hours the employee is scheduled to work on that day. In organizations where employees are not required to schedule their work hours for a given day in advance, agencies should develop policies that are equitable for employees while ensuring that the minimum amount of sick leave is used to fulfill the basic work requirement.

(3) While the potential for improper administration of the leave program exists (e.g., an employee on a maxiflex schedule request an unnecessarily large amount of sick leave on the first day of a pay period), this may be prevented by an announced agency policy concerning advance notice of work schedules of employees on flexible schedules which permit variation in the length of the workday. It is strongly recommended that agency policy contain such a provision in order to encourage proper use of this leave provision, thus ensuring maximum benefit to both employees and the Federal Government.

b. *Excused Absence (Administrative Leave).* (1) Under flexitime, the head of an agency may grant excused absence (sometimes referred to as administrative leave) to employees under certain specific circumstances, as in the event of hazardous weather or to allow employees the opportunity to vote. For employees on a flexitour arrangement, the amount of excused absence to be granted shall be based on the employee's established flexitour in effect for the period covered by the excused absence. However, since employees on gliding, variable day, variable week, or maxiflex schedules may vary their starting and stopping times daily (as well as their number of hours), a method is needed for determining the amount of excused absence which should be granted to employees on such schedules.

(2)(a) In order to minimize the problem of determining the amount of excused absence which should be granted to employees on gliding, variable day, variable week, and maxiflex schedules, it is recommended that agencies establish the former fixed work hours (e.g., 8 a.m. to 4:30 p.m.) or customer service hours, if used, (e.g., 8:30 a.m. to 5 p.m.) as a point of reference for determining the amount of excused absence to be granted. While this may cause inconvenience for some employees, a requirement for agencies to determine the usual arrival time for employees on gliding, variable day, variable week, and maxiflex schedules is not administratively feasible for many organizations. Should an agency choose to grant excused absence for voting, registration, or other purposes to employees on gliding, variable day, variable week, or maxiflex schedules based on their individual daily work patterns, specific detailed guidance on methods which may be used to determine an employee's usual arrival time is provided below.

(b) Regardless of the degree of flexibility provided in a particular schedule, employees on flexible schedules generally follow a pattern of arrival and departure, and deviations may cause serious inconvenience or even hardship. Carpool schedules, limited availability of public transportation, and family requirements are all factors which will limit an employee's use of the flexible time bands. Therefore, if an agency, as a matter of policy or the result of a negotiated agreement, determines that in order to mitigate such inconvenience for employees, excused absence should be granted to each employee based upon his or her normal pattern of arrival, the following methods for determining the employee's usual arrival time are offered for consideration.

- (i) *Constant Pattern of Arrival.* The majority of employees tend to arrive within 5 to 10 minutes of the same time each day, once a pattern has been established. Therefore, the constant arrival time or pattern which has been established should be used as a reference point. For example, if an employee has maintained a virtually constant pattern of arrival at 7:30 a.m., this will become the reference point for that employee.
- (ii) *Predominant Pattern of Arrival.* If an employee maintains a schedule in which one particular arrival time dominates (e.g., the employee arrives at 7:30 a.m. on 4 out of 5 days), this arrival time should be used in determining the amount of excused absence to be granted.
- (iii) *Variable Pattern of Arrival.* Where there is such variation in an employee's arrival time that there is no discernible pattern, the mathematical average of the employee's arrival time for the previous 2-week period should be computed and this average arrival time used as a reference point for determining excused absence.

(c) The selection of the appropriate method for determining employee arrival times provides the supervisor with a sound basis for determining the amount of excused absence to be granted employees under any flexible work schedule.

(NOTE: Additional information on Excused Absence, especially with regard to hazardous weather and voting, may be found in section 3(b) of Appendix C of Book 610, of this supplement.)

c. *Temporary Duty.* If an employee covered by a flexible schedule is assigned to a temporary duty station using another schedule, either traditional or alternative, the agency may allow the employee to continue to use the schedule used at his or her permanent work site. However, in many instances, exigencies of the service may necessitate that such an employee follow the schedule used at the temporary work site. Although the schedule used will depend upon the facts and circumstances of each case, it will be ultimately at the discretion of the agency to which the employee is temporarily assigned.

d. *Travel.* (1) Time spent traveling away from the official duty station by an employee during the hours and days of his or her regularly scheduled administrative workweek is considered hours of employment for purposes of section 5542(b)(2) of title 5, United States Code. Additionally, time spent traveling away from the official duty station by a nonexempt employee during regular working hours is also considered hours of work under the Fair Labor Standards Act (See FPM Letters 551–10 and 551–11). Time spent in a travel status by an employee outside of the regularly scheduled hours is compensable under the following conditions:

- (a) Travel *outside* regularly scheduled duty hours must be officially ordered or approved, and must meet one of the four conditions specified in section 5542(b)(2)(B) of title 5; and
- (b) For nonexempt employees traveling outside regularly scheduled duty hours, the requirements of the Fair Labor Standards Act (FPM Letters 551–10 and 551–11) must be met.

(2) An employee on a flexible schedule who is required to perform travel on a day within his or her tour of duty will be considered to be traveling during regularly scheduled hours when such travel is performed during regular hours as determined by the application of the guidance outlined in S2–4b above. Similarly, this same method should be used in determining corresponding hours for travel on nonworkdays by nonexempt employees under the Fair Labor Standards Act.

Subchapter S3: Compressed Work Schedules—Title II Programs

S3-1. BASIC WORK REQUIREMENT AND THE TOUR OF DUTY

a. Compressed work schedules have a basic work requirement of 80 hours in a biweekly pay period for a full-time employee. For a part-time employee, the basic work requirement is less than 80 hours which may be scheduled for less than 10 workdays.

b. For the purpose of compressed work schedules, the tour of duty is defined by (i.e., is identical with) the particular schedule which an agency chooses to establish. For all compressed schedules, the tour of duty is arranged in such a way that employees on these schedules will fulfill their basic work requirements in less than 10 days during the biweekly pay period. Models of these schedules may be found in Appendix B to this book.

S3-2. PREMIUM PAY PROVISIONS

a. *Overtime and Other Premium Pay Provisions.* (1) For compressed schedules, the term "overtime hours" means any hours in excess of those specified hours which constitute the compressed schedule. For example, an employee working 10 hours per day, 4 days per week, would be entitled to overtime pay for hours worked in excess of the basic schedule for that day (i.e., hours in excess of 10) and for hours in excess of 40 in the week.

(2) Guidance relating to the administration of Sunday, holiday, and night pay for compressed schedules may be found in Appendix B to this book.

S3-3. LEAVE; EXCUSED ABSENCE; TEMPORARY DUTY; TRAVEL

a. *Sick and Annual Leave.* Time off during an employee's basic work requirement must be charged to the appropriate leave category, unless the employee is authorized compensatory time off or an excused absence. For example, an employee working 10 hours per day, 4 days per week, who takes one day of annual or sick leave will be charged leave for 10 hours.

b. *Excused Absence (Administrative Leave).* Since compressed schedules are fixed schedules, guidance for the administration of excused absence may be found in subchapters S-3 of Book 610 and S-11 of Book 630 of this supplement. However, the term "*regularly scheduled administrative workweek*" defined in S1-2 of Book 610 means, for the purposes of this book, the compressed schedule by which an employee is covered.

c. *Temporary Duty.* An agency utilizing a compressed work schedule may establish the provisions by which an employee on such a schedule may account for his or her basic work requirement while on temporary duty. While these are solely at the discretion of the agency, the following are listed as possible considerations for the establishment of these provisions:

(1) If, for example, an employee is on a 4-day schedule and the temporary work site is on a 4-day schedule, or another alternative schedule in which it is possible to work 10 hours in a day, the employee may remain on his or her regular 4-day schedule;

(2) If the employee is on a 4-day schedule, but the schedule at the temporary work site is such that 10-hour days are not possible (for example, the schedule is a traditional, 5-day, 8-hour per day schedule), the agency may:

(a) Require the employee to follow the work schedule used at the temporary work site;

(b) Require the employee to return to his or her regular work site in order to make up this difference; or

(c) Grant the employee excused absence for the difference between his or her daily work requirement and the number of hours which it is possible for him or her to work at the temporary work site. However, this action should be taken only when it is for the benefit of the Government and when any other action would create an unnecessary hardship for the employee.

(3) The most reasonable alternative will depend upon the facts and circumstances of each case. Duration of the assignment and distance from the employee's regular work site should be prime considerations in determining the alternative selected.

d. *Travel.* Since compressed schedules are fixed schedules, guidance for the administration of time spent in a travel status away from the official duty station may be found in subchapter S1-3(b) of Book 550 of this supplement, with the following change: "*regularly scheduled administrative workweek*" means, for the purposes of this book, the compressed schedule by which an employee is covered. Guidance for the administration of time spent in a travel status away from the official duty station by nonexempt employees under the Fair Labor Standards Act continues to be provided by FPM Letters 551-10 and 551-11.

S3-4. SPECIAL ADMINISTRATIVE PROVISIONS FOR COMPRESSED SCHEDULES

a. *Application of Compressed Schedules in Unorganized Units.* (1)(a) In accordance with section 202(b)(1) of Public Law 95-390, compressed work schedule experiments may *not* be conducted in unorganized units unless a majority of employees in the organization vote to be included. For purposes of this vote, a majority is obtained when the number of affirmative votes exceeds 50 percent of the number of employees and supervisors in the organization proposed for inclusion in a compressed schedule experiment. For example, if 199 employees and supervisors are in an organization proposed for a compressed schedule experiment, 100 affirmative votes (regardless of the actual number of employees who vote) would be required in order for an agency to initiate an experiment under provisions of the law.

(b) In organizations in which employees are represented by an exclusive union, but certain employees are excluded from the unit (e.g., personnelists) only those employees in the unit are bound by the terms of negotiations establishing a compressed schedule experiment. Employees in the organization not in the unit are entitled to vote for or against inclusion in the experiment in accordance with the guidance provided in S3-4a.(1)(a) above.

(2) All employees who will be affected by the outcome should have an opportunity to cast a vote, and the outcome of the vote will be binding upon all employees except those exempted by management because of personal hardship. While the specific procedures of this vote are at the agency's discretion, use of a written, secret ballot would be most desirable. (Note: Section 303 of Public Law 95-390 contains a specific prohibition against coercing any employee's vote on inclusion of the work unit in a compressed schedule experiment.)

b. *Determining Hardships Under Compressed Work Schedule Experiments.* (1) Section 202(b)(2) of Public Law 95-390 requires exclusion from a compressed work schedule experiment of any employee for whom such a schedule would impose a personal hardship. The decision whether to grant a request by an employee for exclusion because of a personal hardship is to be made by each agency. Each agency should provide a mechanism by which an employee in an organization to be included in a compressed work schedule experiment shall have the opportunity to request exclusion based on personal hardship.

(2) Three important points should be noted in considering the matter of personal hardship determinations. First, depending upon the type of compressed schedule and the ground rules to be adopted, it may be possible, with little or no disruption to activities, to allow some employees to remain on the standard 5 day, 8 hours per day schedule. Second, compressed schedules affect employees in different ways, and the facts and circumstances in each individual case should be used in determining whether a situation facing an employee is truly a personal hardship. Third, the criteria for determining a personal hardship are items which may be negotiated between an agency and employee unions.

(3) Both the law and the legislative history are silent with respect to the definition of "personal hardship." However, a review of the hearing records of the testimony presented to Congress shows a general concern that compressed schedules could have an adverse effect on certain employees, particularly handicapped employees, or those who are responsible for the care of handicapped or dependent children. Other valid personal hardship situations may occur, depending on the facts and circumstances in the individual case, which could be grounds for excusing an employee from a compressed schedule experiment. In establishing a compressed schedule experiment, it may be possible to structure the schedule in such a way as to allow some degree of flexibility so that employees in special circumstances would be able to accommodate the schedule to their particular needs. For example, employees on a 4-day workweek may be allowed to choose the 4 days they will work.

Subchapter S4: Seasonal Schedules

S4-1. GENERAL

a. Agencies may implement alternative work schedule programs for only certain periods or seasons of the year, if they so desire. Generally, there are two reasons for such seasonal implementation:

(1) The agency's mission and functions are closely related to certain seasons of the year; or

(2) The agency determines that, though an alternative work schedule program for the entire year would not be feasible, it would be possible from the perspective of the agency's mission, and of substantial benefit to its employees, to implement such a schedule for a certain period of the year.

b. Agencies seeking to implement a seasonal schedule must notify OPM that they are conducting an experiment.

S4-2. RESEARCH PROVISIONS

Research and data reporting requirements for seasonal schedules are not contained in the Master Plan (Appendix C to this book). Because of the relatively short duration of such seasonal programs, special arrangements must be made for research and data reporting for those units desiring to adopt seasonal schedules. Agencies wishing to implement seasonal schedules should contact the Research Director of the Alternative Work Schedules Experimental Program at OPM in order to make these arrangements.

Subchapter S5: General Administrative Provisions for the Alternative Work Schedules Experimental Program

S5-1. LABOR-MANAGEMENT RELATIONS

a. *Negotiability*. (1) Public Law 95-390 is rather unique with respect to labor-management relations; it specifically legislates an obligation to negotiate with recognized unions concerning these experiments. Section 302(a) of the Act provides that employees in a bargaining unit may not be included in any experiment except as provided under a written agreement between the agency and the exclusive union. However, the area for negotiations is not without limit. One main limitation on negotiations is that an agency may not participate in an experiment under a negotiated agreement which contains premium pay provisions which are inconsistent with sections 103 and 203 of the law (these provisions suspend the premium pay provisions of title 5, United States Code, and the FLSA for organizational entities participating in the experimental program).

(2) The status of any collective bargaining agreement, or the absence of one, can have a significant impact on how, or even whether, an alternative work schedule is introduced into a unit of employees represented by a union. Several situations are possible with regard to collective bargaining agreements and these are discussed below.

(NOTE: Some of the following guidance is based on existing case law. The agency's own labor relations office is in the best position to advise managers on current decisions and agency policy.)

(3) During conventional bargaining that occurs when a new agreement is being formulated because an existing one has expired or is about to expire, either party would be free to place an alternative work schedule experiment on the bargaining table, and the parties would then negotiate until either an agreement was reached or the parties reached an impasse, i.e., an agreement cannot be reached without third party assistance.

(4) A more complex situation arises if a bargaining agreement is in effect and the parties wish to discuss the introduction of alternative work schedules. This is known as "mid-contract bargaining." As the term suggests, the need for mid-contract bargaining often surfaces in response to the issuance of a new personnel policy or regulation or the passage of a new law, such as Public Law 95-390. Mid-contract bargaining is somewhat unusual and brings into play a different set of rules. Several variations of mid-contract bargaining are possible:

(a) If the existing agreement is silent with respect to tours of duty and management wishes to introduce an alternative work schedules experiment, the union must be notified of management's desire to bargain an alternative work schedule and the union must be afforded the opportunity to bargain.

(b) If the existing agreement *does* cover tours of duty, then management would *not* be free to intiate bargaining unless language in the agreement gives them this right. However, the parties could agree to reopen the agreement and bargain to amend the existing language. If the union wants to bargain in this situation, they, like management, could seek to reopen the agreement. Many agreements contain so-called "mutual consent reopeners" in anticipation of unforeseen developments.

(c) Of course, the parties can agree to amend existing language or negotiate a supplemental agreement at any time. Such a supplemental agreement may be in the form of an exchange of letters between the parties or any other agreed upon arrangement. However, existing agreement language may warrant or require the reopening of the agreement to incorporate alternative work schedule language.

(d)(i) If the union proposes an alternative work schedule experiment during mid-contract and there is no language in the existing agreement permitting them to unilaterally initiate bargaining, management would not, in OPM's view, be required to bargain. However, if the agency did choose to bargain, the regular rules of bargaining would again be brought into play. This issue is currently being litigated before the Federal Labor Relations Authority.

(ii) With respect to mid-contract bargaining, if the agency and a union agree to bargain the introduction of an experiment, there may be a need to revise other contractual language to conform with the new negotiated provisions.

b. *Termination of an Experimental Program*. Another facet of Public Law 95-390 containing labor relations implications is found in sections 102 and 202, both of which provide for the termination of experiments that are not in the best interest of the public, the Government, or the employees. While the termination criteria in each section are somewhat different, both specify that the termination of any experiments introduced through negotiations must be done in accordance with the terms of the negotiated agreement. OPM views the language in sections 102 and 202 as providing OPM and the agency a *protected right* to terminate an experiment, although the *procedures* by which termination is to be carried out must be negotiated. However, because there is some ambiguity on this point, it is strongly recommended that management not conclude agreements on this subject until it is sure of its right to terminate the experiment by consultation or some other method. Ideally, management should seek language in the agreement that insures its right to terminate the experiment if it proves not to be in the best interest of the public, the Government or the employees. In fact, the parties may find it useful, if local conditions permit, to define some, but not all, of the situations that may warrant terminating the experiment.

c. *Grievances.* Section 202 of Public Law 95–390 provides that under a compressed work schedule experiment, an employee may be exempted from the experiment if inclusion would cause a personal hardship. If the scope of the parties' negotiated grievance procedure covers matters of this type, an employee may have the right to grieve a management determination that the claim of a personal hardship is insufficient for exemption from the experiment.

S5–2. APPEALS TO THE MERIT SYSTEMS PROTECTION BOARD (MSPB)

a. Section 303 of Public Law 95–390 provides protection against the coercion of an employee in a government work unit with respect to which an organization of Government employees has not been accorded exclusion recognition. It prohibits interference with an employee's right to vote for or against inclusion of a work unit in a compressed schedule experiment or the right of the employee to request exemption from participation in a compressed schedule experiment. It also prohibits interference with an employee's right to elect a time of arrival or departure, to work or not to work credit hours, and/or to request or not to request compensatory time off in lieu of payment for overtime hours.

b. Violation of the provisions of section 303 are subject to investigation by the Special Counsel of the Merit Systems Protection Board in accordance with regulations in part 1251 of title 5 of the Code of Federal Regulations.

c. Upon determination by the Special Counsel that another employee has committed a prohibited action described in section 303 against a complaining employee, the Special Council may initiate proceedings against the employee alleged to have violated section 303 by filing a complaint pursuant to section 1254.1 of the Special Counsel's regulations.

d. Thus the employee alleged to have violated section 303 has the right to defend his actions, with assistance of counsel, before either the MSPB or an administrative law judge of the MSPB. Upon a final order of the MSPB, an employee found guilty of having committed a prohibited action may be disciplined in accordance with the penalties prescribed in section 303(b) of the law and section 1201.126(e) of MSPB regulations.

S5–3. TIME ACCOUNTING

a. *General Remarks.* (1) Sections 17.2 and 17.3, title 5, of the General Accounting Office Policies and Procedures Manual for Guidance of Federal Agencies establish requirements for agencies regarding time accounting for Federal civilian employees. The guidance provided in these sections is applicable to alternative work schedules and the remarks which follow are intended to augment it. Before establishing a time accounting system for use with an alternative work schedule experiment, agencies are encouraged to review those sections of the GAO Manual.

(NOTE: The references to sections 17.2 and 17.3 in title 6 of the GAO Manual pertain to sections that will be included in a revised version which is expected to be published shortly. Until the revised version of title 6 is published, agencies should refer to section 16.2 of the current version of title 6.

(2) Agencies wishing to participate in the Alternative Work Schedules Experimental Program established under Public Law 95–390 will continue to be covered by the requirement to establish a time accounting method under which the supervisor who certifies time and attendance of employees has "affirmative" or personal knowledge that an employee is entitled to his or her normal pay or to a lesser or greater amount by showing the number of hours of duty, attendance, and the nature and length of absences. Under fixed work schedules, including compressed schedules, it is assumed that the supervisor can make such a certification since the supervisor's and the employee's work hours are the same. While procedures may be needed to verify the number of hours an employee works on a flexible schedule, as long as the supervisor can reasonably certify from personal knowledge that the employee is entitled to pay for his or her basic work requirement (e.g., 40 hours for the week, or 80 hours for the biweekly pay period), there may be no need to record the exact starting and stopping times of an employee. Of course, the amount of time of absences from work must still be recorded.

(3) A number of options are available in considering procedures or time-keeping systems which could be used to ensure adequate controls for employees on flexible work schedules. Due to the many variations and degrees of flexibility which are possible, differing

work situations, and the varying number of employees supervised, different procedures may need to be adopted in different agencies and even in different parts of the same agency. For example, it may be desirable to use a supplemental time accounting system in conjunction with time and attendance cards, or special procedures could be established so that, in the absence of the supervisor, the time and attendance clerk or an assistant to the supervisor would be responsible for ensuring employee presence on the job.

(4) Examples of the types of time accounting systems which are generally acceptable are listed below. For each, it is assumed that adequate surveillance will be maintained to assure proper and accurate time recording. If an agency wishes to ensure that the system under consideration meets GAO requirements, inquiry should be made to the Office of the Assistant Director, Financial and General Management Studies Division, U.S. General Accounting Office, 441 G Street, N.W., Room 6110, Washington, D.C. 20548.

b. *Work Report System.* (1) (To be used in conjunction with the regular Time and Attendance Report.) Many organizations already use a work reporting system in which the employee records the allocation of time to various projects or activities. A portion of this form may be set aside to record arrival and departure times as well as any other exceptions to the normal workday. This system is useful in that it provides:

(a) a written record during experimental periods for determining the effect of the program on patterns of traffic flow and mass transit systems; and

(b) the amount of office coverage during various periods of the day. Each employee maintains a work reporting sheet which generally covers a biweekly pay period.

(2) *Sign-in/sign-out sheets.* These can be placed in convenient locations at each work site to avoid waiting in line. Each employee enters his or her name and the time of arrival, departure, and other exceptions to the normal workday. This method has the same advantages as the work report system insofar as yielding a written record of arrival and departure data.

(3) *Automatic Time Recording Equipment.* (Note: Section 6106, title 5, United States Code, was suspended for alternative work schedules experiments by Public Law 95–390.) a. *Time Clock.* Traditional time clocks can be utilized to record the time of arrival and departure of employees and this may be considered especially advantageous where such equipment is already installed. This type of equipment, as well as sign-in/sign-out sheets, and some other forms of electro-mechanical or electronic equipment, all have the same advantage as the work reporting system insofar as providing a written record for evaluation purposes.

b. *Electro-Mechanical Time Accumulating Devices.* Originally developed primarily for use under European forms of alternative work schedules, electro-mechanical devices are available from a number of manufacturers at the present time. These generally consist of modular units with digital time accumulators activated by some form of coded card or key. They may be programmed for each flexible-hour schedule and are activated by the employee. They provide an up-to-the-minute record of the number of hours each employee has worked to that point in the workweek.

c. *Electronic Time Accumulators.* More sophisticated forms of automatic time accumulating devices are available which may be utilized for a large number of employees (several thousand), and which can be connected with computers. Some models have a capability for handling certain payroll transactions as well as distinguishing basic work hours from overtime hours.

(NOTE: Use of electro-mechanical or electronic time accumulating devices described in (b) and (c) above may not provide the information needed to determine the usual arrival time; this will vary depending upon the equipment used.)

d. *No specific form of timekeeping is recommended.* Rather, it is recommended that each organization explore its own particular needs and make a judgment based upon those needs concerning the method of time accounting which appears most appropriate.

S5–4. PRIVACY ACT

As a general principle, any time accounting method used by an agency is considered necessary to the maintenance of adequate records for purposes of effective and efficient supervision of employees and to provide the necessary information in order to compute the employee's proper pay entitlement. Thus, the information collected about employee work hours for this purpose is necessary for the conduct of business and does not come under the purview of the Privacy Act. However, each agency is responsible for determining whether or not its various systems of records are covered by the Privacy Act and the determination concerning applicability of the Act to the agency's system for recording employee work time is in the agency's discretion. Therefore, the policy on this subject may differ from agency to agency.

S5–5. CHANGES IN PAYROLL PROCEDURES AND PERSONNEL POLICIES

a. The introduction of an alternative work schedule may necessitate changes in payroll procedures. For example, variable day and variable week work schedules which allow for use of credit hours may necessitate changes to the time and attendance card or the maintenance of additional records to maintain an accurate account of the employee's credit hour balance.

b. When considering changes in payroll procedures and establishing the policy concerning the minimum period for which credit hours may be charged and used, it may also be advantageous to review policies relating to the minimum incremental period in which leave, overtime hours, night differential, etc., may be accrued or used. Agencies are reminded that it is within their administrative discretion to provide for the accrual and charging of time in any incremental period (e.g., 15 minutes).

S5–6. STAGGERING WORK HOURS IN METROPOLITAN WASHINGTON, D.C.

(NOTE: The following applies *only* to those offices of Federal agencies physically located in the Washington, D.C., Metropolitan Area: District of Columbia; Montgomery, Prince Georges, and Charles Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties and the cities of Alexandria, Falls Church, and Fairfax in Virginia.)

a. GSA regulation 101–20.113 requires agencies physically located in the Washington, D.C., Metropolitan Area to obtain prior approval from the GSA Regional Administrator, National Capital Region, before changing work hours. The intent of this regulation is to ensure that traffic congestion is mitigated and traffic flow patterns to or from a particular area are not adversely affected.

b. This regulation will continue in effect and agencies in the Washington, D.C., Metropolitan Area participating in the experimental program established by Public Law 95–390 will be required to obtain GSA approval before initiating an experiment. GSA has agreed to work closely with OPM and agencies in the metropolitan Washington, D.C., area to expedite requests for changes in work hours for agencies wishing to participate in the experimental program. To expedite the processing of a request for changes in work hours and inclusion in the experimental program, agencies should furnish their request to GSA at the address below, with a copy to OPM (Alternative Work Schedules Experimental Program, Compensation Group, Office of Personnel Management, 1900 E Street, N.W., Washington, D.C. 20415). The following information should be included in a request:

—Agency
—Location(s)
—Number of employees by location
—Existing duty hours
—Proposed schedule of duty hours

(GSA may also request agencies to provide data pertaining to the transportation characteristics of its employees before and after an Alternative Work Schedule Experimental Program has been initiated. Information concerning these requirements should be obtained from GSA.)

c. In addition, where agencies have already introduced a flexitime program and merely wish to modify some aspect of the program, prior GSA approval is not required. For example, if an agency already uses either a flexitour or gliding schedule and wishes to add the use of credit hours, it may do so *without* approval of GSA. Specific inquiries should be directed to the Alternative Work Schedules Experimental Program staff at OPM.

All requests should be addressed to:

Regional Administrator
National Capital Region
General Services Administration
7th and D Streets, S.W.
Washington, D.C. 20407

Appendix A.

Part 620, Title 5, Code of Federal Regulations

Part 620—Alternative Work Schedules Experiments

Sec.
620.101 General.
620.102 Coverage.
620.103 Requirement for time-accounting method.
620.104 Limitation on compensatory time off.
620.105 Holiday for part-time employees on flexible schedules.
620.106 Required participation.

AUTHORITY: Public Law 95-390, Titles I-III; and Reorganization Plan No. 2 of 1978, §102.

§ 620.101 GENERAL.

This part contains regulatory requirements prescribed by the Office of Personnel Management to implement certain provisions of Public Law 95-390. These regulations supplement Public Law 95-390, and must be read together with that law.

§ 620.102 COVERAGE.

The provisions of Public Law 95-390 and the regulations contained in this subpart apply only to the alternative work schedule experiments established under the authority of Public Law 95-390. Agencies continue to have the authority under section 6101 of title 5, United States Code, to adopt certain variations from normal work schedules without regard to the provisions of Public Law 95-390. However, any such variations not established in full accordance with the provisions of Public Law 95-390 and this part may not utilize any of the provisions of Public Law 95-390, including the provisions relating to computation of premium pay and holidays.

§ 620.103 REQUIREMENT FOR TIME-ACCOUNTING METHOD.

An agency conducting an alternative work schedule experiment under Public Law 95-390, must include in that experiment a time-accounting method that will provide affirmative evidence that each employee subject to the experiment has worked the proper number of hours.

§ 620.104 LIMITATION ON COMPENSATORY TIME OFF.

In carrying out section 103(a) of Public Law 95-390, an agency may not allow an employee on a flexible schedule to accrue, at any time, more than 10 hours of compensatory time in lieu of payment for regularly or irregularly scheduled overtime work.

§ 620.105 HOLIDAY FOR PART-TIME EMPLOYEES ON FLEXIBLE SCHEDULES.

For purposes of section 104 of Public Law 95-390, if a holiday occurs on a day within a part-time employee's scheduled tour of duty (including those days on which flexible hours are scheduled) the employee is entitled to basic pay with respect to that holiday for a number of hours equal to the number of hours which the employee is scheduled to work in order to fulfill his or her basic work requirement during the biweekly pay period, divided by the number of days which comprise the employee's tour or tours of duty (including those days on which only flexible hours are scheduled) for the biweekly pay period.

§ 620.106 REQUIRED PARTICIPATION.

If determined necessary in order to carry out the mandate of Congress to conduct a comprehensive alternative work schedules experimental program, the Office of Personnel Management may require an agency or department to undertake an experiment that will be developed in conjunction with the Office of Personnel Management.

Appendix B.

Models of Alternative Work Schedules

Table of Contents

Table I: Basic Work Requirements and Key Provisions of title 5, United States Code and title I, Public Law 95-390, as Applicable to Flexible Schedules I-1

Section IA: Credit Hours—General Remarks I-2
Section IB: Flexitours I-3
Section IC: Gliding Schedules I-7
Section ID: Variable Day Schedules I-11
Section IE: Variable Week Schedules I-15
Section IF: Maxiflex Schedules I-19

Table II: Basic Work Requirements and Key Provisions of title 5, United States Code and title II, Public Law 95-390, as Applicable to Compressed Work Schedules II-1

Section IIA: Four Day Workweeks II-2
Section IIB: Three Day Workweeks II-5
Section IIC: The 5-4/9 Plan II-8

Table I Basic Work Requirements and Key Provisions of title 5, United States Code, and title I, Public Law 95–390, As Applicable to Flexible Schedules.

BASIC WORK REQUIREMENTS

This table lists the basic work requirements for the various flexible schedules:

	Daily	*Weekly*	*Biweekly*
Flexitour	8	40	80
Gliding Schedule	8	40	80
Variable Day	–	40	80
Variable Week	–	–	80
Maxiflex Schedule	–	–	80

KEY PROVISIONS OF TITLE 5, UNITED STATES CODE:

Holiday Pay (premium pay)—Regular rules apply. Premium pay for holiday work is limited to 8 hours.

Sunday Pay—Regular rules apply. Premium pay for Sunday work is limited to 8 hours.

Leave and Excused Absences—Regular rules apply.

KEY PROVISIONS OF TITLE I, PUBLIC LAW 95-390:

Definitions

Basic Work Requirement—Number of hours (except overtime hours) an employee is required to work (or account for by leave).

Overtime Hours—All hours in excess of 8 in a day or 40 in a week which are officially ordered in advance.

Credit Hours—Any hours: (1) within the flexible schedule, (2) in excess of the basic work requirement, and (3) which the employee *elects* to work so as to vary the length of a workweek or workday.

Premium Pay/Absence and Leave

Overtime Pay—Employee is paid for overtime hours under current provisions of law.

Compensatory Time Off—In lieu of overtime pay, an agency may on request of the employee, grant compensatory time off for any overtime hours.

Pay for Credit Hours—An employee shall not be compensated for credit hours except: (1) as a part of the basic work requirement (nonovertime hours) in the biweekly pay period in which taken, or (2) for accumulated credit hours when the employee is no longer subject to an experiment.

Night Pay—Special rules: (1) Tour of duty includes 8 or more daytime hours, employee is not entitled to night pay; (2) Tour of duty includes less than 8 daytime hours, employee is entitled to night pay for the difference between 8 or more daytime hours, employee is not entitled to night pay; (2) Tour of duty includes less than 8 daytime hours, employee is entitled to night pay for the difference between 8 hours and the available number of daytime hours; (3) Core time band includes nightwork, employee is entitled to night pay for any nonovertime work performed at night.

Holiday (as a day off)—If employee is relieved or prevented from working on a holiday, he/she is entitled to pay with respect to that day for 8 hours.

FLEXIBLE WORK SCHEDULES

Section IA: Credit Hours–General Remarks

(1) *Definition*

Credit hours are defined as hours of work within the tour of duty which are in excess of an employee's basic work requirement and which the employee elects to work so as to vary the length of a workday or a workweek.

(2) *Accumulation*

A full-time employee may accumulate up to 10 hours for carryover from one biweekly pay period to a subsequent biweekly pay period.

A part-time employee is limited on a pro rata basis. For carryover purposes, a part-time employee may carryover credit hours from one biweekly pay period to a subsequent biweekly pay period, an amount equal to one-eighth of his/her biweekly basic work requirement.

(3) *Biweekly Pay Period in Which Worked*

Credit hours are nonovertime work in the biweekly pay period in which worked. The employee receives no additional pay for credit hours and such hours are credited to his/her account.

(4) *Biweekly Pay Period in Which Taken*

Credit hours considered a part of the basic work requirement (nonovertime work) in the biweekly pay period to which they are applied. An employee is entitled to his/her basic rate of pay for such credit hours.

Credit hours shall not be used by an employee to increase his/her entitlement to overtime pay.

An employee shall not be paid Sunday pay or holiday pay for credit hours. Whether an employee is entitled to night pay for credit hours on the workday in which taken depends on the rules for night pay (see paragraphs (3) and (4) under Premium Pay). Note: Credit hours shall be considered daytime hours whenever possible given the structure of an employee's schedule. For example, if an employee's schedule includes daytime and nighttime hours, credit hours may be applied only to the daytime portion of such a schedule.

(5) *Payment for Accumulated Credit Hours*

An employee shall be paid for accumulated credit hours at his/her current rate of pay as soon as he/she is no longer subject to the experiment.

For a full-time employee, payment for accumulated credit hours is limited to not more than 10 hours.

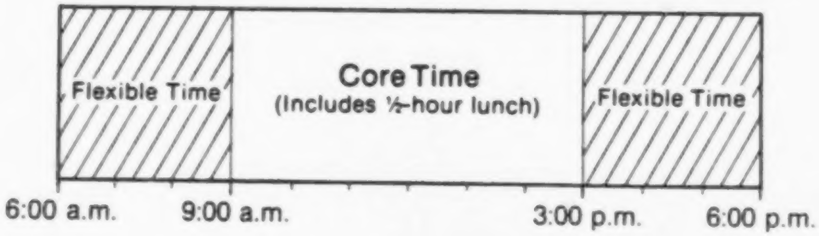
For a part-time employee, payment for accumulated credit hours is limited to not more than one-eighth of the employee's biweekly work requirement.

Section IB: FLEXITOUR

Tour of Duty

- Agency establishes tour of duty
  - —flexible time bands
  - —core time band (includes standard meal period)
- Employee preselects arrival time
  - —fixed schedule until next selection period (biweekly, semiannually, annually, etc.)
  - —limited to 8-hour day/40-hour workweek
- Basic work requirement
  - —A full-time employee has an 8-hour daily basic work requirement, a 40-hour weekly basic work requirement, and an 80-hour biweekly basic work requirement.
  - —For a part-time employee, the basic work requirement is the number of hours the employee must work each day, the number of hours the employee must work in the administrative workweek, and the number of hours the employee must work in a biweekly pay period.
- Nonovertime work
  - —Nonovertime work is work performed during an employee's basic work requirement *and* not in excess of 8 hours in a day or 40 hours in an administrative workweek.
- Flexitour deviation
  - —At the request of an employee and at least one day in advance, the agency may approve an adjusted arrival time for the employee
  - —If an employee arrives within 15 minutes of the selected arrival time, the agency may allow for adjustment of the 8-hour basic work requirement for that day for the employee.
- Core time deviation
  - —Agency may approve an employee's request to be absent during core time (or a portion of core time). An absence during core time shall be made up by the employee during flexible time bands. The agency may authorize the employee to make up the absence during the same workday or a subsequent workday within the workweek or the same biweekly pay period.
- Credit hours (see Credit Hours—General Remarks Section IA)
  - —The agency may approve an employee's request to work credit hours to be applied to another workday, workweek, or biweekly pay period.
  - —Agency may establish a limit on (1) the number of credit hours an employee may work on a daily basis, (2) the total number of credit hours an employee may accumulate, or (3) the time frame within which an employee may use credit hours (e.g., the same workweek or biweekly pay period).

Model of Flexitour Schedule



Premium Pay

(1) *Overtime Pay*

Hours of work officially ordered in advance *and* in excess of 8 hours in a day or 40 hours in a week are overtime work. Employee is entitled to overtime pay for overtime work in accordance with applicable provisions of law.

(2) *Compensatory Time Off*

Employee may request compensatory time off in lieu of overtime pay. Compensatory time off may be requested for regularly scheduled overtime work as well as for irregular or occasional overtime work. Compensatory time off is extended to prevailing rate employees.

(3) *Night Pay (General Schedule)*

Nightwork hours are the hours between 6 p.m. and 6 a.m. Daytime hours are the hours between 6 a.m. and 6 p.m.

If the tour of duty includes eight or more hours available for work during daytime hours, the employee is not entitled to night pay even though he/she voluntarily elects to vary his/her arrival or departure time during hours for which night pay is normally required.

If the core time band is during daytime hours but the tour of duty includes less than eight daytime hours, the employee is entitled to night pay for the difference between 8 hours and the available number of daytime hours in the tour of duty.

If the core time band includes nightwork, the employee is entitled to night pay for any nonovertime work performed at night.

A part-time employee is entitled to night pay only for nightwork performed during his/her basic work requirement.

(4) *Night Pay (Prevailing Rate Employees/Nurses in DMS/VA)*

Special rules, similar to those outlined in (3), above, apply in determining the majority of hours specified in section 5343(f) of title 5, United States Code, for entitlement to night pay for prevailing rate employees and employees paid under the Nurse schedule in chapter 73 of title 38, United States Code.

(5) *Holiday Pay*

A full-time employee who performs nonovertime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to basic pay for that holiday work.

A part-time employee is entitled to holiday pay only for work performed during his/her basic work requirement on a holiday. A part-time employee is not entitled to holiday premium pay for work performed on a day designated as an "in lieu of" holiday.

(6) *Sunday Pay*

A full-time employee who performs nonovertime work during an 8-hour period of service, a part of which is performed on Sunday, is entitled to Sunday pay for the entire 8-hour period of service.

A part-time employee is not entitled to Sunday pay.

Absence and Leave

(1) *Holiday*

A full-time employee who is relieved or prevented from working on a day designated as a holiday (or "in lieu of" holiday) is entitled to pay with respect to that day for 8 hours.

For a part-time employee, if a holiday falls on a day during his/her tour of duty, the employee is entitled to an appropriate portion of his/her biweekly basic work requirement for that day. A part-time employee is not entitled to an "in lieu of" holiday if a holiday falls on a nonworkday.

NOTE: If an "in lieu of" holiday for full-time employees falls on a day during a part-time employee's tour of duty and if the part-time employee works that day, he/she is only entitled to straight time pay for that work. Conversely, if the part-time employee does not work that day, he/she may be charged annual leave. However, agencies participating in the experimental program retain their discretionary authority to grant administrative leave to part-time employees on days designated as "in lieu of" holidays.

(2) *Leave*

Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time off or an excused absence. An agency may establish, or establish through negotiations, a minimum charge for annual or sick leave of less than one hour (e.g., 30 minutes, 15 minutes).

The statutory provisions of title 5 relating to the earning of sick and annual leave or entitlement to military and funeral leave, and in some cases creditable service for retirement purposes, have as a frame of reference the 8-hour day with the result that the provisions are stated in terms of "days." Such references to a day or workday (or to multiples or parts thereof) shall be considered to be references to 8 hours (or the respective multiples or parts thereof). It is not intended to either decrease or increase any employee's existing entitlement to leave or creditable service for retirement purposes.

(3) *Excused Absences*

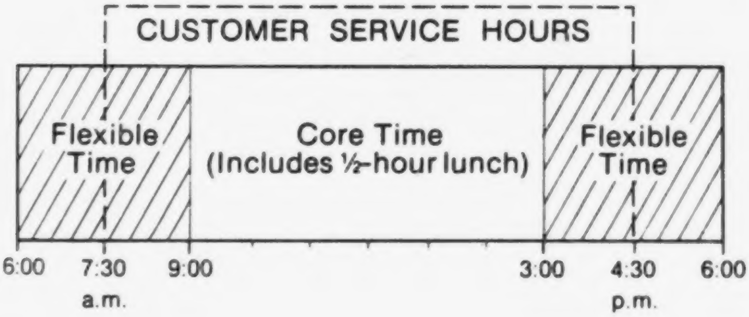
The amount of excused absence to be granted shall be based on the employee's established basic work requirement in effect for the period of the excused absence.

Section IC: GLIDING SCHEDULE

Tour of Duty

- Agency establishes tour of duty
  - —flexible time bands
  - —core time bands
    - * one core time band (includes standard meal period)
    - * dual core time bands/midday flexible time band (flexible meal period)
- Employee may vary arrival and departure time daily
  - —limited to 8-hour day/40-hour workweek
  - —flexibility within flexible time band(s)
  - —employee must work during core time band(s)
- Basic work requirement
  - —A full-time employee has an 8-hour daily basic work requirement, a 40-hour weekly basic work requirement, and an 80-hour biweekly basic work requirement.
  - —For a part-time employee, the basic work requirement is the number of hours the employee must work each day, the number of hours the employee must work in the administrative workweek, and the number of hours the employee must work in a biweekly pay period.
- Nonovertime work
  - —Nonovertime work is work performed during an employee's basic work requirement *and* not in excess of 8 hours in a day or 40 hours in an administrative workweek.
- Modified Gliding Schedule
  - —Agency may establish a customer service band (8-hour period). To accomplish this, the agency may preschedule coverage by having employees voluntarily work customer service hours or by having a certain percentage of employees rotated to the specified customer service hours.
- Core time deviation
  - —Agency may approve an employee's request to be absent during core time (or a portion of core time). An absence during core time shall be made up by the employee during flexible time bands. The agency may authorize the employee to make up the absence during the same workday or a subsequent workday within the workweek or the same biweekly pay period.
- Credit hours (see Credit Hours—General Remarks Section IA)
  - —The agency may approve an employee's request to work credit hours to be applied to another workday, workweek, or biweekly pay period.
  - —Agency may establish a limit on (1) the number of credit hours an employee may work on a daily basis, (2) the number of credit hours an employee may accumulate, or (3) the time frame within which an employee may use credit hours (e.g., the same workweek or biweekly pay period).

Model of Gliding Schedule



PREMIUM PAY

(1) *Overtime Pay*

Hours of work officially ordered in advance *and* in excess of 8 hours in a day or 40 hours in a week are overtime work. Employee is entitled to overtime pay for overtime work in accordance with applicable provisions of law.

(2) *Compensatory Time Off*

Employee may request compensatory time off in lieu of overtime pay. Compensatory time off may be requested for regularly scheduled overtime work as well as for irregular or occasional overtime work. Compensatory time off is extended to prevailing rate employees.

(3) *Night Pay (General Schedule)*

Nightwork hours are the hours between 6 p.m. and 6 a.m. Daytime hours are the hours between 6 a.m. and 6 p.m.

If the tour of duty includes eight or more hours available for work during daytime hours, the employee is not entitled to night pay even though he/she voluntarily elects to vary his/her arrival or departure time during hours for which night pay is normally required.

If the core time band is during daytime hours but the tour of duty includes less than eight daytime hours, the employee is entitled to night pay for the difference between 8 hours and the available number of daytime hours in the tour of duty.

If the core time band includes nightwork, the employee is entitled to night pay for any nonovertime work performed at night.

A part-time employee is entitled to night pay only for nightwork performed during his/her basic work requirement.

(4) *Night Pay (Prevailing Rate Employees/Nurses in DMS/VA)*

Special rules, similar to those outlined in (3), above, apply in determining the majority of hours specified in section 5343(f) of title 5, United States Code, for entitlement to night pay for prevailing rate employees and employees paid under the Nurse schedule in chapter 73 of title 38, United States Code.

(5) *Holiday Pay*

A full-time employee who performs nonovertime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to basic pay for that holiday work.

A part-time employee is entitled to holiday pay only for work performed during his/her basic work requirement on a holiday. A part-time employee is not entitled to holiday premium pay for work performed on a day designated as an "in lieu of" holiday.

(6) *Sunday Pay*

A full-time employee who performs nonovertime work during an 8-hour period of service, a part of which is performed on Sunday, is entitled to Sunday pay for the entire 8-hour period of service.

A part-time employee is not entitled to Sunday pay.

ABSENCE AND LEAVE

(1) *Holiday*

A full-time employee who is relieved or prevented from working on a day designated as a holiday (or on "in lieu of" holiday) is entitled to pay with respect to that day for 8 hours.

For a part-time employee, if a holiday falls on a day during his/her tour of duty, the employee is entitled to an appropriate portion of his/her biweekly basic work requirement for that day. A part-time employee is not entitled to an "in lieu of" holiday if a holiday falls on a nonworkday.

NOTE: If an "in lieu of" holiday for full-time employees falls on a day during a part-time employee's tour of duty and if the part-time employee works that day, he/she is only entitled to straight time pay for that work. Conversely, if the part-time employee does not work that day, he/she may be charged annual leave. However, agencies participating in the experimental program retain their discretionary authority to grant administrative leave to part-time employees on days designated as "in lieu of" holidays.

(2) *Leave*

Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time off or an excused absence. An agency may establish, or establish through negotiations, a minimum charge for annual or sick leave of less than one hour (e.g., 30 minutes, 15 minutes).

The statutory provisions of title 5 relating to the earning of sick and annual leave or entitlement to military and funeral leave, and in some cases creditable service for retirement purposes, have as a frame of reference the 8-hour day with the result that the provisions are stated in terms of "days." Such references to a day or workday (or to multiples or parts thereof) shall be considered to be references to 8 hours (or the respective multiples or parts thereof). It is not intended to either decrease or increase any employee's existing entitlement to leave or creditable service for retirement purposes.

(3) *Excused Absences*

It is recommended that an agency establish the former fixed work hours or customer service hours, if used, as a point of reference for determining the amount of excused absence to be granted. An agency may choose to grant excused absence for hazardous weather conditions or voting and registration based on the employee's daily work patterns (see specific guidance contained in Appendix C of Book 610 of FPM Supplement 990–2).

Section ID: VARIABLE DAY SCHEDULE

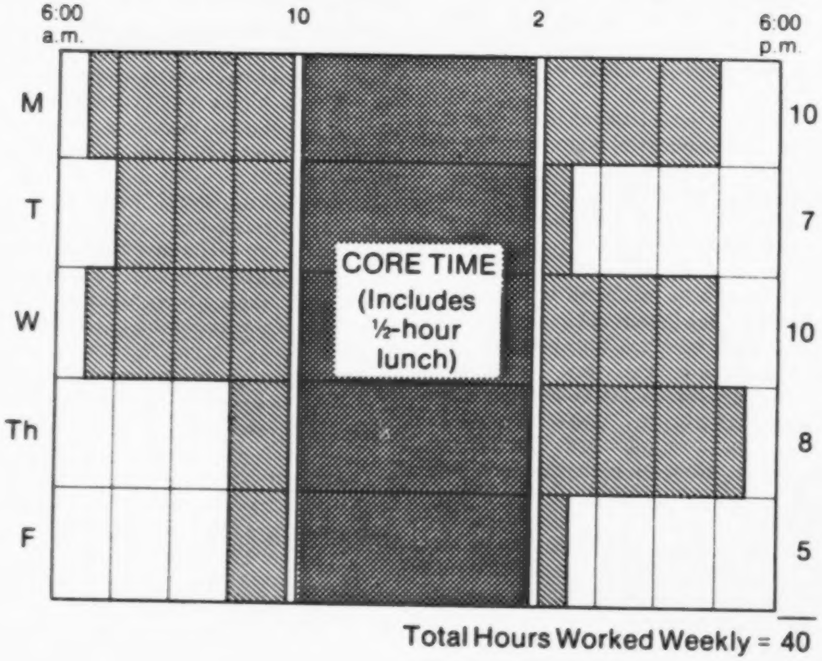
Tour of Duty

- Agency establishes tour of duty
  - —flexible time bands
  - —core time bands
    - * one core time band (includes standard meal period)
    - * dual core time bands/midday flexible time band (flexible meal period)
- Employee may vary length of the workday daily
  - —limited to 40-hour workweek
  - —flexibility within flexible time bands
  - —employee must work during core time band(s)
- Basic work requirement
  - —A full-time employee has a 40-hour weekly basic work requirement and an 80-hour biweekly basic work requirement. For a part-time employee, the basic work requirement is the number of hours the employee must work in the administrative workweek and the number of hours the employee must work in a biweekly pay period.
- Nonovertime work
  - —Nonovertime work is work performed during an employee's basic work requirement *and* not in excess of 40 hours in an administrative workweek.

(NOTE: Hours of work officially ordered in advance and in excess of 8 hours in a day are overtime work.)

- Core time deviation
  - —Agency may approve an employee's request to be absent during core time (or a portion of core time). An absence during core time shall be made up by the employee during flexible time bands. The agency may authorize the employee to make up the absence during the same workday or a subsequent workday within the workweek or the same biweekly pay period.
- Credit hours (see Credit Hours—General Remarks Section IA)
  - —The agency may approve an employee's request to work credit hours to be applied to another workweek or biweekly pay period.
  - —The agency may establish a limit on (1) the number of credit hours an employee may work on a daily or weekly basis, (2) the number of credit hours an employee may accumulate, or (3) the time frame within which an employee may use credit hours (e.g., the same biweekly pay period).

Model of Variable Day Schedule



PREMIUM PAY

(1) *Overtime Pay*

Hours of work officially ordered in advance *and* in excess of 8 hours in a day or 40 hours in a week are overtime work. Employee is entitled to overtime pay for overtime work in accordance with applicable provisions of law.

(2) *Compensatory Time Off*

Employee may request compensatory time off in lieu of overtime pay. Compensatory time off may be requested for regularly scheduled overtime work as well as for irregular or occasional overtime work. Compensatory time off is extended to prevailing rate employees.

(3) *Night Pay (General Schedule)*

Nightwork hours are the hours between 6 p.m. and 6 a.m. Daytime hours are the hours between 6 a.m. and 6 p.m.

If the tour of duty includes eight or more hours available for work during daytime hours, the employee is not entitled to night pay even though he/she voluntarily elects to vary his/her arrival or departure time during hours for which night pay is normally required.

If the core time band is during daytime hours but the tour of duty includes less than eight daytime hours, the employee is entitled to night pay for the difference between 8 hours and the available number of daytime hours in the tour of duty.

If the core time band includes nightwork, the employee is entitled to night pay for any nonovertime work performed at night.

A part-time employee is entitled to night pay only for nightwork performed during his/her basic work requirement.

(4) *Night Pay (Prevailing Rate Employees/Nurses in DMS/VA)*

Special rules, similar to those outlined in (3), above, apply in determining the majority of hours specified in section 5343(f) of title 5, United States Code, for entitlement to night pay for prevailing rate employees and employees paid under the Nurse schedule in chapter 73 of title 38, United States Code.

(5) *Holiday Pay*

A full-time employee who performs nonovertime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to basic pay for that holiday work. Holiday pay is limited to 8 hours.

A part-time employee is entitled to holiday pay only for work performed during his/her basic work requirement on a holiday, not to exceed 8 hours.

A part-time employee is not entitled to holiday premium pay for work performed on a day designated as an "in lieu of" holiday.

(6) *Sunday Pay*

A full-time employee who performs nonovertime work during a period of service, a part of which is performed on Sunday, is entitled to Sunday pay for the entire period of services, not to exceed 8 hours.

A part-time employee is not entitled to Sunday pay.

ABSENCE AND LEAVE

(1) *Holiday*

A full-time employee who is relieved or prevented from working on a day designated as a holiday (or an "in lieu of" holiday) is entitled to pay with respect to that day for 8 hours.

For a part-time employee, if a holiday falls on a day during his/her tour of duty, the employee is entitled to an appropriate portion of his/her biweekly basic work requirement for that day. A part-time employee is not entitled to an "in lieu of" holiday if a holiday falls on a nonworkday.

NOTE: If an "in lieu of" holiday for full-time employees falls on a day during a part-time employee's tour of duty and if the part-time employee works that day, he/she is only entitled to straight time pay for that work. Conversely, if the part-time employee does not work that day, he/she may be charged annual leave. However, agencies participating in the experimental program retain the discretionary authority to grant administrative leave to part-time employees on days designated as "in lieu of" holidays.

(2) *Leave*

Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time, the use of credit hours, or excused absence. A leave charge is for the number of hours which an employee was scheduled to work on that day. An agency may establish, or establish through negotiations, a minimum charge for annual or sick leave of less than one hour (e.g., 30 minutes, 15 minutes).

The statutory provisions of title 5 relating to the earning of sick and annual leave or entitlement to military and funeral leave, and in some cases creditable service for retirement purposes, have as a frame of reference the 8-hour day with the result that the provisions are stated in terms of "days." Such references to a day or workday (or to multiples or parts thereof) shall be considered to be references to 8 hours (or the respective multiples or parts thereof). It is not intended to either decrease or increase any employee's existing entitlement to leave or creditable service for retirement purposes.

(3) *Excused Absences*

It is recommended that an agency establish the former fixed work hours as a point of reference for determining the amount of excused absence to be granted. An agency may choose to grant excused absence for hazardous weather conditions or voting and registration based on the employee's daily work patterns (see specific guidance contained in Appendix C of Book 610 of FPM Supplement 990–2).

Section IE: VARIABLE WEEK SCHEDULE

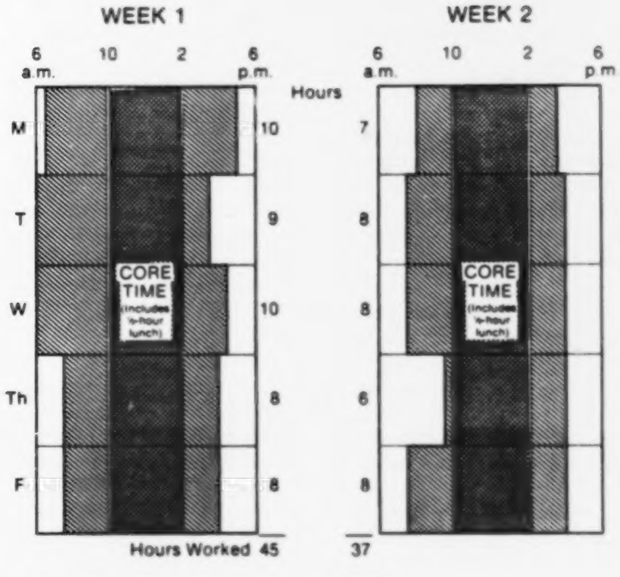
Tour of Duty

- Agency establishes tour of duty
    - —flexible time bands
    - —core time bands
        - * one core time band (includes standard meal period)
        - * dual core time bands/midday flexible time band (flexible meal period)
- Employee may vary length of the workweek as well as the workday
    - —limited to 80-hour biweekly pay period
    - —flexibility within flexible time bands
    - —employee must work during core time band(s)
- Basic work requirement
    - —A full-time employee has an 80-hour biweekly basic work requirement.
    - — For a part-time employee, the basic work requirement is the number of hours the employee must work in a biweekly pay period.
- Nonovertime work
    - —Nonovertime work is work performed during an employee's basic work requirement *and* not in excess of 80 hours in a biweekly pay period.

*(NOTE: Hours of work officially ordered in advance and in excess of 8 hours in a day or 40 hours in week are overtime work.)

- Core time deviation
    - —Agency may approve an employee's request to be absent during core time (or a portion of core time). An absence during core time shall be made up by the employee during flexible time bands. The agency may authorize the employee to make up the absence during the same workday or a subsequent workday within the workweek or the same biweekly pay period.
- Credit hours (see Credit Hours—General Remarks Section IA)
    - —The agency may approve an employee's request to work credit hours to be applied to another biweekly pay period.
    - — The agency may establish a limit on (1) the number of credit hours an employee may work on a daily, weekly, or biweekly basis, (2) the number of credit hours an employee may accumulate, or (3) the time frame within which an employee may use credit hours (e.g., the next biweekly pay period).

Model of Variable Week Schedule



Total Hours Worked Biweekly = 45 + 37 = 82
Basic Work Requirement = 80
2 credit hours remaining

PREMIUM PAY

(1) *Overtime Pay*

Hours of work officially ordered in advance *and* in excess of 8 hours in a day or 40 hours in a week are overtime work. Employee is entitled to overtime pay for overtime work in accordance with applicable provisions of law.

(2) *Compensatory Time Off*

Employee may request compensatory time off in lieu of overtime pay. Compensatory time off may be requested for regularly scheduled overtime work as well as for irregular or occasional overtime work. Compensatory time off is extended to prevailing rate employees.

(3) *Night Pay (General Schedule)*

Nightwork hours are the hours between 6 p.m. and 6 a.m. Daytime hours are the hours between 6 a.m. and 6 p.m.

If the tour of duty includes eight or more hours available for work during daytime hours, the employee is not entitled to night pay even though he/she voluntarily elects to vary his/her arrival or departure time during hours for which night pay is normally required.

If the core time band is during daytime hours but the tour of duty includes less than eight daytime hours, the employee is entitled to night pay for the difference between 8 hours and the available number of daytime hours in the tour of duty.

If the core time band includes nightwork, the employee is entitled to night pay for any nonovertime work performed at night.

A part-time employee is entitled to night pay only for nightwork performed during his/her basic work requirement.

(4) *Night Pay (Prevailing Rate Employees/Nurses in DMS/VA)*

Special rules, similar to those outlined in (3), above, apply in determining the majority of hours specified in section 5343(f) of title 5, United States Code, for entitlement to night pay for prevailing rate employees and employees paid under the Nurse schedule in chapter 73 of title 38, United States Code.

(5) *Holiday Pay*

A full-time employee who performs nonovertime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to basic pay for that holiday work. Holiday pay is limited to 8 hours.

A part-time employee is entitled to holiday pay only for work performed during his/her basic work requirement on a holiday, not to exceed 8 hours. A part-time employee is not entitled to holiday premium pay for work performed on a day designated as an "in lieu of" holiday.

(6) *Sunday Pay*

A full-time employee who performs nonovertime work during a period of service, a part of which is performed on Sunday, is entitled to Sunday pay for entire period of service, not to exceed 8 hours.

A part-time employee is not entitled to Sunday pay.

ABSENCE AND LEAVE

(1) *Holiday*

A full-time employee who is relieved or prevented from working on a day designated as a holiday (or an "in lieu of" holiday) is entitled to pay with respect to that day for 8 hours.

For a part-time employee, if a holiday falls on a day during his/her tour of duty, the employee is entitled to an appropriate portion of his/her biweekly basic work requirement for that day. A part-time employee is not entitled to an "in lieu of" holiday if a holiday falls on a nonworkday.

NOTE: If an "in lieu of" holiday for full-time employees falls on a day during a part-time employee's tour of duty and if the part-time employee works that day, he/she is only entitled to straight time pay for that work. Conversely, if the part-time employee does not work that day, he/she may be charged annual leave. However, agencies participating in the experimental program retain their discretionary authority to grant administrative leave to part-time employees on days designated as "in lieu of" holidays.

(2) *Leave*

Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time, the use of credit hours, or excused absence. A leave charge is for the number of hours which an employee was scheduled to work on that day. An agency may establish, or establish through negotiations, a minimum charge for annual or sick leave of less than one hour (e.g., 30 minutes, 15 minutes).

The statutory provisions of title 5 relating to the earning of sick and annual leave or entitlement to military and funeral leave, and in some cases creditable service for retirement purposes, have as a frame of reference (terms of) the 8-hour day with the result that the provisions are stated in terms of "days." Such references to a day or workday (or to multiples or parts thereof) shall be considered to be references to 8 hours (or the respective multiples or parts thereof). It is not intended to either decrease or increase any employee's existing entitlement to leave or creditable service for retirement purposes.

(3) *Excused Absences*

It is recommended that an agency establish the former fixed work hours as a point of reference for determining the amount of excused absence to be granted. An agency may choose to grant excused absence for hazardous weather conditions or voting and registration based on the employee's daily work patterns (see specific guidance contained in Appendix C of Book 610 of FPM Supplement 990–2).

Section IF: MAXIFLEX SCHEDULES*

Tour of Duty

- Agency establishes tour of duty
  - —flexible time bands
  - —core time bands (three days a week)
    - * one core time band (includes standard meal period)
    - * dual core time bands/midday flexible time band (flexible meal period)
- Employee may vary length of the workweek as well as the workday
  - —limited to 80-hour biweekly pay period
  - —flexibility within flexible time bands
  - —employee must work during core time band(s)
- Basic work requirement
  - —A full-time employee has an 80-hour biweekly basic work requirement.
  - —For a part-time employee, the basic work requirement is the number of hours the employee must work in a biweekly pay period.
- Nonovertime work
  - —Nonovertime work is work performed during an employee's basic work requirement *and* not in excess of 80 hours in a biweekly pay period.

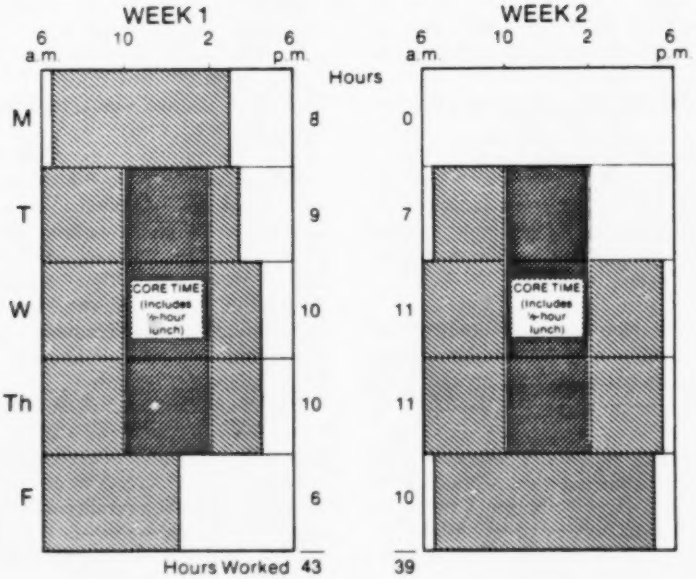
(NOTE: Hours of work officially ordered in advance and in excess of 8 hours in a day or 40 hours in a week are overtime work).

- Core time deviation
  - —Agency may approve an employee's request to be absent during core time (or a portion of core time). An absence during core time shall be made up by the employee during flexible time bands. The agency may authorize the employee to make up the absence during the same workday or a subsequent workday within the workweek or the same biweekly pay period.
- Credit hours (see Credit Hours—General Remarks Section IA)
  - —The agency may approve an employee's request to work credit hours to be applied to another biweekly pay period.
  - —The agency may establish a limit on (1) the number of credit hours an employee may work on a daily, weekly, or biweekly basis, (2) the number of credit hours an employee may accumulate, or (3) the time frame within which an employee may use credit hours (e.g., the next biweekly pay period).

---

*Under Maxiflex Schedules, employees may work less than 5 days per week and/or less than 10 days during the biweekly pay period.

Model of Maxiflex Schedule



Total Hours Worked Biweekly = 82
Basic Work Requirement = 80
2 credit hours remaining

PREMIUM PAY

(1) *Overtime Pay*

Hours of work officially ordered in advance *and* in excess of 8 hours in a day or 40 hours in a week are overtime work. Employee is entitled to overtime pay for overtime work in accordance with applicable provisions of law.

(2) *Compensatory Time Off*

Employee may request compensatory time off in lieu of overtime pay. Compensatory time off may be requested for regularly scheduled overtime work as well as for occasional overtime work. Compensatory time off is extended to prevailing rate employees.

(3) *Night Pay (General Schedule)*

Nightwork hours are the hours between 6 p.m. and 6 a.m. Daytime hours are the hours between 6 a.m. and 6 p.m.

If the tour of duty includes eight or more hours available for work during daytime hours, the employee is not entitled to night pay even though he/she voluntarily elects to vary his/her arrival or departure time during hours for which night pay is normally required.

If the core time band is during daytime hours but the tour of duty includes less than eight daytime hours, the employee is entitled to night pay for the difference between 8 hours and the available number of daytime hours in the tour of duty.

If the core time band includes nightwork, the employee is entitled to night pay for any nonovertime work performed at night.

A part-time employee is entitled to night pay only for nightwork performed during his/her basic work requirement.

(4) *Night Pay (Prevailing Rate Employees/Nurses in DMS/VA)*

Special rules, similar to those outlined in (3), above, apply in determining the majority of hours specified in section 5343(f) of title 5, United States Code, for entitlement to night pay for prevailing rate employees and employees paid under the Nurse schedule in chapter 73 of title 38, United States Code.

(5) *Holiday Pay*

A full-time employee who performs nonovertime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to basic pay for that holiday work. Holiday pay is limited to 8 hours.

A part-time employee is entitled to holiday pay only for work performed during his/her basic work requirement on a holiday, not to exceed 8 hours. A part-time employee is not entitled to holiday premium pay for work performed on a day designated as an "in lieu of" holiday.

(6) *Sunday Pay*

A full-time employee who performs nonovertime work during a period of service, a part of which is performed on Sunday, is entitled to Sunday pay for the entire period of service, not to exceed 8 hours.

A part-time employee is not entitled to Sunday pay.

ABSENCE AND LEAVE

(1) *Holiday*

A full-time employee who is relieved or prevented from working on a day designed as a holiday (or an "in lieu of" holiday) is entitled to pay with respect to that day for 8 hours.

For a part-time employee, if a holiday falls on a day during his/her tour of duty, the employee is entitled to an appropriate portion of his/her biweekly basic work requirement for that day. A part-time employee is not entitled to an "in lieu of" holiday if a holiday falls on a nonworkday.

NOTE: If an "in lieu of" holiday for full-time employees falls on a day during a part-time employee's tour of duty and if the part-time employee works that day, he/she is only entitled to straight time pay for that work. Conversely, if the part-time employee does not work that day, he/she may be charged annual leave. However, agencies participating in the experimental program retain their discretionary authority to grant administrative leave to part-time employees on days designated as "in lieu of" holidays.

(2) *Leave*

Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time, the use of credit hours, or excused absence. A leave charge is for the number of hours which an employee was scheduled to work on that day. An agency may establish, or establish through negotiations, a minimum charge for annual or sick leave of less than one hour (e.g., 30 minutes, 15 minutes).

The statutory provisions of title 5 relating to the earning of sick and annual leave or entitlement to military and funeral leave, and in some cases creditable service for retirement purposes, have as a frame of reference the 8-hour day with the result that the provisions are stated in terms of "days." Such references to a day or workday (or to multiples or parts thereof) shall be considered to be references to 8 hours (or the respective multiples or parts thereof). It is not intended to either decrease or increase any employee's existing entitlement to leave or creditable service for retirement purposes.

(3) It is recommended that an agency establish the former fixed work hours as a point of reference for determining the amount of excused absence to be granted. An agency may choose to grant excused absence for hazardous weather conditions or voting and registration based on the employee's daily work patterns (see specific guidance contained in Appendix C of Book 610 of FPM Supplement 990–2).

Table II Basic Work Requirements and Key Provisions of title 5, United States Code and title II, Public Law 95–390, As Applicable to Compressed Work Schedules.

BASIC WORK REQUIREMENTS

This table lists the basic work requirements for the various compressed schedules:

	Daily	*Weekly*	*Biweekly*
4-Day	10	40	80
3-Day	13/20	40	80
5-4/9	9	—	80

KEY PROVISIONS OF TITLE 5, UNITED STATES CODE:

Compensatory Time Off—Applies to GS employees. Used in lieu of payment for irregular or occasional overtime work only.

Night Pay—Regular rules apply. Premium pay for regularly scheduled nightwork.

Holiday (as a day off)—Pay for "ordinary day's work." Employee entitled to straight time pay for compressed work schedule.

Leave and Excused Absences—Regular rules apply.

KEY PROVISIONS OF TITLE II, PUBLIC LAW 95–390:

Definitions

Basic Work Requirement—Number of hours (except overtime hours) an employee is required to work (or account for by leave). Synonymous with tour of duty.

Compressed Schedules—Basic work requirement which is scheduled for less than 10 days within a biweekly pay period.

Overtime Hours—Any hours in excess of the compressed schedule for full-time employees.

Premium Pay/Absence and Leave

Overtime Pay—Employee is paid for overtime hours under current provisions of law. Regular rules for overtime pay do not apply to work performed within the compressed schedule.

Sunday Pay—An employee who performs nonovertime work on a tour of duty for any workday, a part of which is performed on a Sunday, is entitled to premium pay for the entire tour of duty.

Holiday Pay—An employee who performs work on a holiday is entitled to premium pay for such work which is not in excess of the compressed schedule for that day.

COMPRESSED WORK SCHEDULES

Section IIA: FOUR-DAY WORKWEEKS

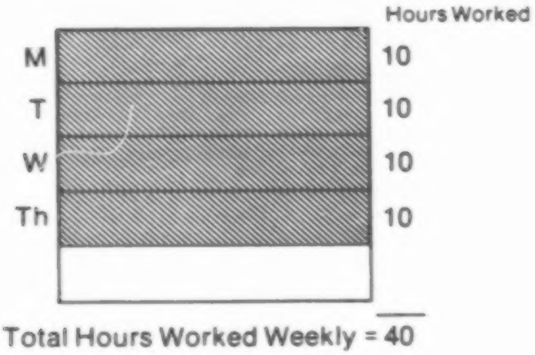
Tour of Duty

- Agency/Employees establish tour of duty
  - —fixed schedule until reestablished by agency/employees
  - —limited to four 10-hour days

NOTE: For a unit which has exclusive recognition, the experiment is subject to the terms of the negotiated agreement. For a unit in which an organization has not been accorded exclusive recognition, a majority of the employees must vote to participate in the experiment.

- Basic Work Requirement
  - —A full-time employee has a 10-hour daily basic work requirement, a 40-hour weekly basic work requirement, and an 80-hour biweekly basic work requirement.
  - —For a part-time employee, the basic work requirement is the number of hours the employee must work each day, the number of hours the employee must work during four days in the administrative workweek, and the number of hours the employee must work in a biweekly pay period.
- Nonovertime Work
  - —Nonovertime work is work performed during an employee's compressed work schedule *and* not in excess of 10 hours in a day or 40 hours in an administrative workweek.

Model of Four-Day Workweek



PREMIUM PAY

(1) *Overtime Pay*

Work performed outside an employee's compressed work schedule *and* in excess of 10 hours in a day or 40 hours in a week is overtime work. Employee is entitled to overtime pay for overtime work in accordance with applicable provisions of law.

(2) *Compensatory Time Off*

Employee may request compensatory time off in lieu of overtime pay as provided by 5 U.S.C. 5543. Compensatory time off is limited to General Schedule employees and may be used only as a substitute for irregular or occasional overtime work.

(3) *Night Pay (General Schedule)*

The regular rules under 5 U.S.C. 5545(a) apply. An employee is entitled to night pay for regularly scheduled nightwork performed between the hours of 6 p.m. and 6 a.m.

(4) *Night Pay (Prevailing Rate Employees/Nurses in DMS/VA)*

The regular rules of 5 U.S.C. 5343(f) and 38 U.S.C. 4107(e) (2) apply for determining the majority of hours for entitlement to night pay for prevailing rate employees and employees paid under the Nurse schedule in chapter 73 of title 38, United States Code.

(5) *Holiday Pay*

A full-time employee who performs nonovertime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to basic pay for that holiday work, not to exceed 10 hours.

A part-time employee is entitled to holiday pay only for work performed during his/her compressed work schedule on a holiday. A part-time employee is not entitled to holiday premium pay for work performed on a day designated as an "in lieu of" holiday.

(6) *Sunday Pay*

A full-time employee who performs nonovertime work during a period of service, a part of which is performed on Sunday, is entitled to Sunday pay for the entire 10-hour period of service.

A part-time employee is not entitled to Sunday pay.

ABSENCE AND LEAVE

(1) *Holiday*

A full-time employee who is relieved or prevented from working on a day designated as a holiday is entitled to pay with respect to that day for 10 hours. Note: When an employee has three consecutive nonworkdays off and a holiday falls on one of these nonworkdays, the following rules shall apply in designating the workday as the "in lieu of" holiday. When the holiday falls on the employee's first or second nonworkday, the preceding workday shall be designated as the "in lieu of" holiday, and when the holiday falls on the third nonworkday, the next workday shall be designated as the "in lieu of" holiday.

For a part-time employee, if a holiday falls on a day during his/her compressed work schedule, the employee is entitled to pay for the number of hours he/she was scheduled to work on that day not to exceed 10 hours. A part-time employee is not entitled to an "in lieu of" holiday if a holiday falls on a nonworkday.

NOTE: If an "in lieu of" holiday for full-time employees falls on a day during a part-time employee's tour of duty and if the part-time employee works that day, he/she is only entitled to straight time pay for that work. Conversely, if the part-time employee does not work that day, he/she may be charged annual leave. However, agencies participating in the experimental program retain the discretionary authority to grant administrative leave to part-time employees on days designated as "in lieu of" holidays.

(2) *Leave*

Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time off or an excused absence. For example: A full-time employee who takes one day of annual leave will be charged leave for 10 hours. This results in 40 hours of annual leave for an entire workweek similar to a full-time employee on a normal 8-hour/5-day tour of duty.

The statutory provisions of title 5 relating to the earning of sick and annual leave or entitlement to military and funeral leave, and in some cases creditable service for retirement purposes, have as a frame of reference the 8-hour day with the result that the provisions are stated in terms of "days." Such references to a day or workday (or to multiples or parts thereof) shall be considered to be references to 8 hours (or the respective multiples or parts thereof). It is not intended to either decrease or increase any employee's existing entitlement to leave or creditable service for retirement purposes.

(3) *Excused Absences*

The amount of excused absence to be granted shall be based on the employee's established compressed work schedule in effect for the period of the excused absence.

Section IIB: THREE-DAY WORKWEEKS

Tour of Duty

- Agency/employees establish tour of duty
  - —fixed schedule until reestablished by agency/employees
  - —limited to three 13 hour/20 minute days

NOTE: For a unit which has exclusive recognition, the experiment is subject to the terms of the negotiated agreement. For a unit in which an organization has not been accorded exclusive recognition, a majority of the employees must vote to participate in the experiment.

- Basic Work Requirement
  - —A full-time employee has a 13-hour/20-minute daily basic work requirement, a 40-hour weekly basic work requirement, and an 80-hour biweekly basic work requirement.
  - —For a part-time employee, the basic work requirement is the number of hours the employee must work each day, the number of hours the employee must work during 3 days in the administrative workweek, and the number of hours the employee must work in a biweekly pay period.
- Nonovertime Work
  - —Nonovertime work is work performed during an employee's compressed work schedule *and* not in excess of 13 hours/20 minutes in a day or 40 hours in an administrative workweek.

Model of Three-Day Workweek

		HOURS WORKED
M	GROUP A	13 hours, 20 minutes
T	GROUP A	13 hours, 20 minutes
W	GROUP A	13 hours, 20 minutes
Th	GROUP B	13 hours, 20 minutes
F	GROUP B	13 hours, 20 minutes
S	GROUP B	13 hours, 20 minutes

Total Hours Worked Weekly, GROUP A = 40
Total Hours Worked Weekly, GROUP B = 40

PREMIUM PAY

(1) *Overtime Pay*

Work performed outside an employee's compressed work schedule *and* in excess of 13 hours/20 minutes in a day or 40 hours in a week is overtime work. Employee is entitled to overtime pay for overtime work in accordance with applicable provisions of law.

(2) *Compensatory Time Off*

Employee may request compensatory time off in lieu of overtime pay as provided by 5 U.S.C. 5543. Compensatory time off is limited to General Schedule employees and may be used only as a substitute for irregular or occasional overtime work.

(3) *Night Pay (General Schedule)*

The regular rules under 5 U.S.C. 5545(a) apply. An employee is entitled to night pay for regularly scheduled nightwork performed between the hours of 6 p.m. and 6 a.m.

(4) *Night Pay (Prevailing Rate Employees/Nurses in DMS/VA)*

The regular rules of 5 U.S.C. 5343(f) and 38 U.S.C. 4107(e)(2) apply for determining the majority of hours for entitlement to night pay for prevailing rate employees and employees paid under the Nurse schedule in chapter 73 of title 38, United States Code.

(5) *Holiday Pay*

A full-time employee who performs nonovertime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to basic pay for that holiday work, not to exceed 13 hours/20 minutes.

A part-time employee is entitled to holiday pay only for work performed during his/her compressed work schedule on a holiday. A part-time employee is not entitled to holiday premium pay for work performed on a day designated as an "in lieu of" holiday.

(6) *Sunday Pay*

A full-time employee who performs nonovertime work during a period of service, a part of which is performed on Sunday, is entitled to Sunday pay for the entire 13-hour/20 minute period of service.

A part-time employee is not entitled to Sunday pay.

ABSENCE AND LEAVE

(1) *Holiday*

A full-time employee who is relieved or prevented from working on a day designated as a holiday is entitled to pay with respect to that day for 13 hours/20 minutes. Note: When an employee has four consecutive nonworkdays off and a holiday falls on one of these nonworkdays, the following rules shall apply in designating the workday as the "in lieu of" holiday. When the holiday falls on the employee's first or second nonworkday, the preceding workday shall be designated as the "in lieu of" holiday, and when the holiday falls on the third or fourth nonworkday, the next workday shall be designated as the "in lieu of" holiday.

For a part-time employee, if a holiday falls on a day during his/her compressed work schedule, the employee is entitled to pay for the number of hours he/she was scheduled to work on that day not to exceed 13 hours/20 minutes. A part-time employee is not entitled to an "in lieu of" holiday if a holiday falls on a nonworkday.

NOTE: If an "in lieu of" holiday for full-time employees falls on a day during a part-time employee's tour of duty and if the part-time employee works that day, he/she is only entitled to straight time pay for that work. Conversely, if the part-time employee does not work that day, he/she may be charged annual leave. However, agencies participating in the experimental program retain the discretionary authority to grant administrative leave to part-time employees on days designated as "in lieu of" holidays.

(2) *Leave*

Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time off or an excused absence. For example: A full-time employee who takes one day of annual leave will be charged leave for 13 hours/20 minutes. This results in 40 hours of annual leave for an entire workweek similar to a full-time employee on a normal 8-hour/5-day tour of duty.

The statutory provisions of title 5 relating to the earning of or entitlement to sick, annual, military, and funeral leave, and in some cases creditable service for retirement purposes, have as a frame of reference the 8-hour day with the result that the provisions are stated in terms of "days." Such references to a day or workday (or to multiples or parts thereof) shall be considered to be references to 8 hours (or the respective multiples or parts thereof). It is not intended to either decrease or increase any employee's existing entitlement to leave or creditable service for retirement purposes.

(3) *Excused Absences*

The amount of excused absence to be granted shall be based on the employee's established compressed work schedule in effect for the period of the excused absence.

Section IIC: THE 5–4/9 PLAN*

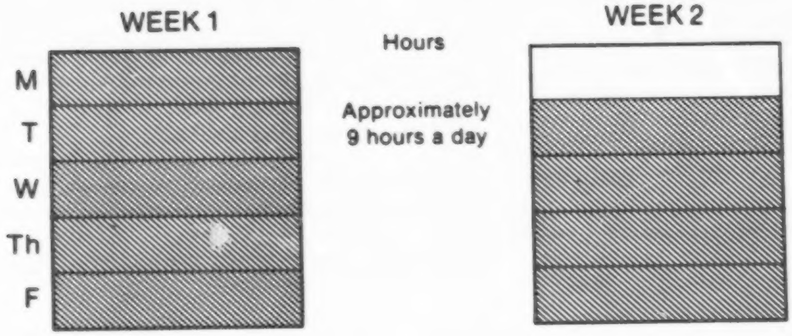
Tour of Duty

- Agency/Employees establish tour of duty
  - —fixed schedule until reestablished by agency/employees
  - —limited to approximately 9 hours a day for 9 days within a biweekly pay period.

NOTE: For a unit which has exclusive recognition, the experiment is subject to the terms of the negotiated agreement. For a unit in which an organization has not been accorded exclusive recognition, a majority of the employees must vote to participate in the experiment.

- Basic Work Requirement
  - —A full-time employee has an approximate 9-hour daily basic work requirement and an 80-hour biweekly basic work requirement.
  - —For a part-time employee, the basic work requirement is the number of hours the employee must work each day and the number of hours the employee must work during 9 days in a biweekly pay period.
- Nonovertime Work
  - —Nonovertime work is work performed during an employee's compressed work schedule *and* not in excess of the daily work requirement or 80 hours in a biweekly pay period.

Model of 5-4/9 Plan



PREMIUM PAY

(1) *Overtime Pay*

Work performed outside an employee's compressed work schedule *and* in excess of 9 hours in a day or 80 hours in a biweekly pay period is overtime work. Employee is entitled to overtime pay for overtime work in accordance with applicable provisions of law.

(2) *Compensatory Time Off*

Employee may request compensatory time off in lieu of overtime pay as provided by 5 U.S.C. 5543. Compensatory time off is limited to General Schedule employees and may be used only as a substitute for irregular or occasional overtime work.

(3) *Night Pay (General Schedule)*

The regular rules under 5 U.S.C. 5545(a) apply. An employee is entitled to night pay for regularly scheduled nightwork performed between the hours of 6 p.m. and 6 a.m.

(4) *Night Pay (Prevailing Rate Employees/Nurses in DMS/VA)*

The regular rules of 5 U.S.C. 5343(f) and 38 U.S.C. 4107(e) (2) apply for determining the majority of hours for entitlement to night pay for prevailing rate employees and employees paid under the Nurse schedule in chapter 73 of title 38, United States Code.

(5) *Holiday Pay*

A full-time employee who performs nonovertime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to basic pay for that holiday work, not to exceed 9 hours.

A part-time employee is entitled to holiday pay only for work performed during his/her compressed work schedule on a holiday. A part-time employee is not entitled to holiday premium pay for work performed on a day designated as an "in lieu of" holiday.

---

*There are two major variations of the 5–4/9 Plan. In the first variation the employee is scheduled to work 9 hours per day during 8 days of the biweekly pay period and 8 hours on the ninth day to complete the basic work requirement of 80 hours for the 2-week period. In the second variation the employee is scheduled to work 8 hours and 53 minutes each of the nine workdays in the biweekly pay period to complete 80 hours for the 2-week period. The latter variation has been used in the construction of this section.

(6) *Sunday Pay*

A full-time employee who performs nonovertime work during a period of service, a part of which is performed on Sunday, is entitled to Sunday pay for the entire 9-hour period of service.

A part-time employee is not entitled to Sunday pay.

ABSENCE AND LEAVE

(1) *Holiday*

A full-time employee who is relieved or prevented from working on a day designated as a holiday is entitled to pay with respect to that day for 9 hours. Note: When an employee has three consecutive nonworkdays off and a holiday falls on one of these nonworkdays, the following rules shall apply in designating the workday as the "in lieu of" holiday. When the holiday falls on the employee's first or second nonworkday, the preceding workday shall be designated as the "in lieu of" holiday, and when the holiday falls on the third nonworkday, the next workday shall be designated as the "in lieu of" holiday.

For a part-time employee, if a holiday falls on a day during his/her compressed work schedule, the employee is entitled to pay for the number of hours he/she was scheduled to work on that day not to exceed 10 hours. A part-time employee is not entitled to an "in lieu of" holiday if a holiday falls on a nonworkday.

NOTE: If an "in lieu of" holiday for full-time employees falls on a day during a part-time employee's tour of duty and if the part-time employee works that day, he/she is only entitled to straight time pay for that work. Conversely, if the part-time employee does not work that day, he/she may be charged annual leave. However, agencies participating in the experimental program retain the discretionary authority to grant administrative leave to part-time employees on days designated as "in lieu of" holidays.

(2) *Leave*

Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time off or an excused absence. For example: A full-time employee who takes one day of annual leave will be charged leave for 9 hours. This results in 40 hours of annual leave for an entire workweek similar to a full-time employee on a normal 8-hour/5-day tour of duty.

The statutory provisions of title 5 relating to the earning of sick and annual leave or entitlement to military and funeral leave, and in some cases creditable service for retirement purposes, have as a frame of reference the 8-hour day with the result that the provisions are stated in terms of "days." Such references to a day or workday (or to multiples or parts thereof) shall be considered to be references to 8 hours (or the respective multiples or parts thereof). It is not intended to either decrease or increase an employee's existing entitlement to leave or creditable service for retirement purposes.

(3) *Excused Absences*

The amount of excused absence to be granted shall be based on the employee's established compressed work schedule in effect for the period of the excused absence.

Appendix C

Master Plan For The Alternative Work Schedules (AWS) Experimental Program

Table Of Contents

I. BACKGROUND

- A. General Information
- B. Public Law 95–390

II. RESEARCH QUESTIONS

- A. Efficiency of Government Operations
- B. Mass Transit Facilities and Traffic
- C. Levels of Energy Consumption
- D. Service to the Public
- E. Opportunities for Full-time and Part-time Employment
- F. Quality of Life for Individuals and Families

III. CONDUCT OF THE EVALUATION

- A. Design
- B. Sample
- C. Experimental Control
- D. Implementation
- E. Data Collection and Reporting
- F. Analytic Methodology
- G. Reports

MASTER PLAN
for the
ALTERNATIVE WORK SCHEDULES EXPERIMENTAL PROGRAM

The Federal Employees Flexible and Compressed Work Schedules Act of 1978 requires the Office of Personnel Management to establish a program to provide an adequate basis on which to evaluate the effectiveness of alternative work schedules. This Master Plan outlines the research questions, the experimental design, the data collection procedures, and the analytic techniques which will be used for evaluating the impact of alternative work schedules on the Federal work force.

I. BACKGROUND

A. General Information

The 5-day, 40-hour workweek with fixed starting and ending times has remained the dominant work schedule for the past 40 years. It is only in the past 12 years that organizations have begun to experiment with alternative work schedules, that is, work schedules which allow some flexibility in selection of starting times or which compress the workweek into some period shorter than the traditional 5 days.

The two general categories of alternative work schedules are flexible and compressed workweeks. A flexible schedule allows an employee to vary, within constraints set by the organization, the times he or she reports for duty and departs from work. A compressed workweek is one which compresses the 40-hour workweek into less than 5 days, or alternatively the 80-hour biweekly pay period into less than 10 working days. The most common compressed workweek has four, 10-hour days.

In 1967, Messerschmitt-Boelkow-Blohm, an aerospace company in Munich, West Germany, became the first major industrial plant in the world to adopt a flexible working hours arrangement for its 2,000 employees. The impetus behind this first experiment with flexitime was the severe traffic bottleneck around the factory, caused by several thousand workers all starting and leaving work at the same time.

Within 15 months the experiment was judged a success, and flexitime was made permanent. At first slowly, and then later at an increasing pace, other European business firms began trying a variety of scheduling arrangements involving flexible hours.

Although first introduced in the United States in 1971, by 1977 there were an estimated 2.5 to 3.5 million employees (approximately 6 percent of the working population) on flexible schedules, not counting those professionals, managers, salespeople, and self-employed workers who had long set their own work schedules. Additionally, there were 2.1 million American workers on compressed workweeks in 1977.

In a recent review of the empirical literature on flexible hours, Golembiewski and Proehl (Robert I. Golembiewski and Carl W. Proehl, Jr., "A Survey of the Empirical Literature on Flexible Workhours: Character and Consequences of a Major Innovation," *Academy of Management Review*, October 1978, pp. 837–853 found that there is widespread interest in and enthusiasm for these schedules *even though* an empirical basis for adopting them is, for the most part, lacking. Hitherto, there has not been sufficient study, either in numbers or in rigor, to attribute specific differences in results to various ways of structuring or administering such schedules. Few studies used control or comparison groups; few provided a longitudinal perspective or any sort of statistical treatment. Another deficiency of previous studies is that most of these studies were conducted in clerical, white-collar contexts. Furthermore, these studies tended to overlook the impact of alternative work schedules on performance and productivity. Finally, past studies have not been sophisticated enough to take into account the variability that may result from the differences between union and non-union settings.

In summary, previous studies on alternative work schedules have been narrow and limited. In addition to the deficiencies discussed above, they have tended to focus largely on employees' attitudes about such schedules and on macro-behavioral variables, such as effects on the use of vacation time and on tardiness. Conversely, they have paid little attention to managers' attitudes and changes in these attitudes as affected by such schedules.

B. Public Law 95–390

The President and the Congress have found the evidence on alternative work schedules to be sufficiently encouraging to warrant the enactment of the Federal Employees Flexible and Compressed Work Schedules Act of 1978. Public Law 95–390 mandates a 3-year period of controlled experimentation with the use of flexible and compressed work schedules for employees of agencies in the executive branch of the United States Government. The purpose of the experimentation is to determine the impacts—both positive and negative—which these alternatives to traditional work schedules may have on: (1) efficiency of Government operations; (2) service to the public; (3) mass transit facilities; (4) energy consumption; (5) increased job opportunities; and (6) the quality of life for individuals and families.

The experimentation is made possible by the temporary modification of certain premium pay and scheduling provisions of: (1) Title 5, United States Code, and (2) the overtime pay provisions of the Fair Labor Standards Act (FLSA). These modifications are applicable only to those agencies or work units participating in a test program; all permanent provisions of Title 5 and the FLSA remain in effect for nonparticipating agency activities and employees.

Public Law 95-390 further requires that the OPM develop and conduct an experimental program of sufficient depth and diversity to:

> . . . provide an adequate basis on which to evaluate the effectiveness and desirability of permanently maintaining flexible or compressed work schedules within the executive branch. (Section 4(a)(1) of Public Law 95-390).

II. RESEARCH QUESTIONS

This section presents the research questions which the program will address in order to carry out the required evaluation of the impact of alternative work schedules on the Federal work force. While few previous studies have systematically examined the effects of alternative work schedules, there have been a sufficient number of studies, and the pattern of results has been consistent enough to suggest a set of variables for the present research project.

General systems theory provides a heuristic model for examining the interrelationships among the variables. Variables may be classified into one of three types: input, process, and output. A model for the present project is shown in Figure 1. Input variables are those factors which are outside the direct control of the work unit, i.e., they are inputs to the work unit. In the present project, such variables as mission, location and work schedule are examples of inputs. Process variables are those variables which are internal to the work unit and affect the functioning of the work unit, i.e., the organizational climate, the implementation of the alternative work schedule, and the supervisor's behavior. The outputs are the end products, the results of the work unit's activities. In the model presented in Figure 1, the six impact areas specified in Public Law 95-390 are conceptualized as the outputs.

FIGURE 1

Input

- Alternative Work Schedule
  - Flextime
  - Compressed workweek
- Organizational Characteristics
  - Geographic location
  - Size of work unit
  - Function and technology of work unit
  - Presence or absence of bargaining unit
  - Transportation facilities
  - Workers' characteristics
  - Labor market conditions

Process

- Organizational Climate
- Supervisor Behavior
- Job Satisfaction
- Implementation of AWS
- Abuses of System
- Scheduling

Output

- Efficiency of Government Operations
- Mass Transit and Traffic
- Energy Consumption
- Service to Public
- Employment Opportunities
- Quality of Life

The general systems model suggests that there is no simple single answer to the question, "What is the effect of alternative work schedule *X*?" The variables are all highly interactive, and the effects of a given schedule will be influenced, or moderated, by the specific inputs and processes operating in the system. For this reason, a series of research questions has been formulated for the present evaluation of alternative work schedules in Federal agencies. The specific research questions intended to address the six impact areas are listed below.

A. Efficiency of Government Operations

1. What changes occur in mission accomplishment and work unit costs?
2. How are management tasks affected? What problems develop and how are they solved?
3. What are the effects on organizational climate resulting from AWS?
4. Are efficiency and productivity affected by the type of AWS used?

B. Mass Transit Facilities and Traffic

1. Is there a transportation advantage from AWS for either individuals or public transit authorities?
2. What effects do AWS have on the choice of commuters' transportation and on commuting time?
3. What are the effects on car pools and van pool programs?
4. What is the effect on rush hour congestion?
5. Is there a change in recreational travel?

C. Levels of Energy Consumption

1. Do energy savings result from the effects of AWS on transportation?
2. Is there an increase in energy consumption from building and equipment use as a result of AWS?
3. What is the net energy impact of AWS from transportation and building consumption effects?

D. Service to the Public

1. Is service to the public increased or decreased in quality or quantity?
2. To what extent is the change in service affected by the AWS, work unit's function, size or location?

E. Opportunities for Full-time and Part-time Employment

1. What are the labor supply effects of AWS?
2. Will there be new labor force entrants?
3. Is there a shift from part-time to full-time employment?
4. Does moonlighting increase?
5. What types of jobs are best suited for AWS?
6. How do AWS affect the employment opportunities for women and for the handicapped?

F. Quality of Life for Individuals and Families

1. How is the quality of work life affected?
2. How is the quality of personal and non-work life affected?
3. Do social, educational, or civic activities change?
4. Do family relationships and child care change?
5. Do the effects on quality of life vary with the AWS used?

III. CONDUCT OF THE EVALUATION

A. Design

The effects of the alternative work schedules on the impact areas will be evaluated by four types of studies. These are: (1) narrative evaluation reports from each experimenting organizations; (2) a longitudinal and cross-sectional study of a sample of experimenting work units; (3) on-site studies of experimenting organizations; and (4) a special study on the net energy impact of alternative work schedules.

The narrative evaluation reports from each experimenting organization will provide an overview of the effects of AWS. Experimenting organizations will be required to provide basic information about their AWS experiment and report to OPM at the end of the experimental period providing their evaluation in the six impact areas. These reports will not be required for organizations selected to participate in the longitudinal cross-sectional, on-site or energy (see E2, E3, and E4) studies.

The longitudinal cross-sectional study will collect both objective data on the functioning of the work unit and subjective attitudes of employees on their reactions to the AWS. It will be longitudinal in that data will be collected at specified times in the same work units throughout the duration of each experiment. Data will be cross-sectional in that it will encompass a variety of AWS operating in a diverse sampling of Federal activities.

The longitudinal cross-sectional study will collect information in four general areas: (1) agency characteristics (2) diary of major organizational events (3) additional surveys of employees in experimental work units and (4) objective archival data. The effects upon the various impact areas, as determined by statistical analysis of the data, will be correlated with the various alternative work schedules used. Some effects may be detectable soon after the onset of the experiment (e.g., job satisfaction, commuting time, leave usage); others may take longer to appear (e.g., turnover, changes in family roles). Some effects may initially appear and then fade away (e.g., increased morale and supervision problems). The longitudinal nature of the study will permit the tracking of these various possibilities.

The on-site studies will focus upon the six impact areas listed under "output" in Figure 1. They will attempt to determine, in a detailed way, the effects of alternative work schedules upon organizations which are considered representative of certain types of Federal work environments. In addition to gathering information in the six impact areas, these on-site studies will gather information that is pertinent to the successful introduction and administration of an AWS program such as the degree of employee involvement and necessary changes in time and attendance recordkeeping required for a work schedule change.

These studies will be tailored to fit the structure and function of the particular organizations selected and to provide data necessary to answer particular research questions.

The special study on the net energy impact of AWS will provide data both on the effects on transportation and on building operating costs.

The four types of studies will provide a comprehensive evaluation of the AWS program. The narrative reports will provide a comprehensive overview. The longitudinal cross-sectional study will allow a systematic analysis of AWS. The on-site studies will enrich the conclusions of the analytic and narrative studies and provide detail on the major issues in implementing an AWS. Finally, the energy study will provide data in an area of increasing importance. While AWS appear to hold much promise for energy conservation, little is currently known about the specific net impact on energy consumption as a result of their application in the workplace.

Specific details on the four types of studies are provided in the Data Collection and Analytic Methodology sections.

The OPM will provide data collection instruments, assistance to organizations implementing alternative work schedules, and perform data analysis. Each participating organization will be responsible for both the day-to-day management of the experimental program and the collection of required data. Organizations should expect to designate one or more individuals to: (1) serve as the principal point of contact between the organization and OPM; (2) carry out the coordination, planning, and implementation of the organization's alternative work schedules experiment; and (3) in work units selected for the longitudinal study, distribute OPM data collection forms and instruments, assure adequate collection of baseline and followup data from the organization's records and from employee surveys, and forward the raw data to OPM's research staff for analysis. Ordinarily, one person would have responsibility for all three tasks and functions, but in larger organizations these functions might be accomplished by two or more people.

B. Sample

Any agency that wishes to test an alternative work schedule may do so, as long as it abides by the regulations prescribed by OPM to guide the experimental program. Thus, the sample will essentially be self-selected. However, a sufficient number of diverse organizations must participate in the alternative work schedules experimental program for the report to have any validity. For this reason, Public Law 95–390 gives OPM authority to require selected agencies to experiment with certain work schedules. However, it is not anticipated that this provision will need to be invoked.

C. Experimental Control

Due to the diversity and complexity of organizations that will be part of the research project, it is not possible to conduct a perfectly controlled experiment. However, several procedures will be used to increase confidence in inferences made from the data.

Control will be provided by data from two of the evaluation studies of the Civil Service Reform Act being conducted by the OPM. The first of these is a study of productivity in the Federal sector. The productivity data will be collected on an aggregated basis across organizations. While these data will not allow specific comparisons with the experimental organizations, they will provide a trend line against which changes in productivity in the experimental organizations can be compared. In addition, an attitude survey of 20,000 Federal employees will be conducted annually during the time period of the Alternative Work Schedules Experimental Program. This survey contains organizational climate scales in common with the employee survey which will be used in the Alternative Work Schedules Experimental Program. As with the productivity data, these common scales will provide a trend line of Federal employees' attitudes toward the work place for comparison with the attitudes of employees participating in the experiment.

The nature of the longitudinal design makes possible additional control; each work unit will serve as its own control to determine changes over time.

D. Implementation

1. Technical Assistance

(a) *Orientation sessions*. The AWS program staff will conduct a series of orientation meetings. The purposes of these meetings will be to confer with agency headquarters officials, as well as others, on plans to implement Public Law 95–390; to brief local agency and union representatives on opportunities provided by the legislation and requirements for participation in the experimental program; and to hold planning sessions with representatives of agencies and unions that express an early interest in an AWS experiment.

(b) *Consulting services*. The AWS research and implementation staff will be available throughout the life of the program to provide telephone consulting services and some on-site consultation, if necessary. OPM regional program staff will also be available to provide advice and consulting services.

(c) *Public information services*. Central office staff will be available to speak before national professional gatherings, union meetings, conferences, or similar groups which desire information about the experimental program. They will also contribute to Government or other publications and respond to inquiries from the press, researchers, and others interested in the program.

2. Educational Materials

A number of educational materials are available from the OPM.

These include:

(a) A booklet that briefly describes the Alternative Work Schedules Program. It covers the legislative mandate, the research plan, and the steps to be taken to implement the non-research aspects of this mandate.

(b) A slide presentation that explains the requirements of Public Law 95–390, the various forms of flexible and compressed work schedules that may be tested under the law and outlines experimental agencies' data collection responsibilities.

(c) An implementation guide that describes a process agencies may follow in planning and implementing an alternative work schedule. This guide emphasizes joint labor-management planning for the experiment and employee participation in analyzing work requirements in their own units so that they may have input into the process by which systems, designed to ensure the adequacy of the work force at any given time, are formulated.

3. Regulations and Guidance

Regulations for the Alternative Work Schedules Experimental Program are in Part 620 of the OPM's regulations (title 5, Code of Federal Regulations). These regulations must be used in conjunction with Public Law 95–390. The regulations and additional guidance for the administration of alternative work schedule experimental programs are provided in Book 620 of Federal Personnel Manual Supplement 990–2.

E. Data Collection and Reporting.

1. *Narrative Evaluation Reports*

Organizations not selected to participate in the longitudinal cross-sectional, on-site, or energy studies must conduct an evaluation of their experiments and report the result directly to OPM after 18 months of experimentation, or by May 1, 1981, which ever date occurs first. The narrative evaluation report must include information in the six impact areas identified in Public Law 95–390. An outline of the areas to be addressed in this report and the types of information to be covered in the report is furnished below. This outline will be followed in preparing the report to provide maximum compatibility between reports from different organizations. The report will be a nontechnical summary assessment of the experiment. The summary assessment should include the results of any internal evaluation efforts. Both management and local labor unions involved in the experiment should provide input to the development and preparation of the report. More detailed guidance will be provided on the preparation of the narrative reports through the issuance of a Federal Personnel Manual bulletin.

a. *Organizational characteristics.* The number of employees in the experiment; the pre-experimental and alternative work schedules; bargaining unit status; carpool, van pool, and parking facilities; availability of public transportation; description of the major activities or services of the experimenting units (e.g., clerical, produce goods, public service contact, administrative office, or staff function).

b. *Efficiency of Government operations.* Conclusions about changes in productivity, sick leave, annual leave and leave without pay usage, conclusions about changes in employee turnover, number of overtime hours, job satisfaction, and morale.

c. *Mass transit facilities, and traffic.* Any conclusions on changes in commuting habits such as use of mass transit, carpools, and private automobiles.

d. *Levels of energy consumption.* Where available, note changes in the amount of energy used in the building as a function of changed operating hours that may result from changes in work schedules.

e. *Service to the public.* Evaluation of the level and amount of service to the public if the experimenting organization provides direct public service.

f. *Increased opportunities for full-time and part-time employment.* Discerned changes in the number of applicants for jobs, and levels of part-time employees.

g. *Individuals and families generally.* Perceived effects of AWS on family scheduling of child care and household activities and employee recreational activities.

h. *Special problems.* Special problems which developed during the experiment such as a large number of requests for exclusions due to hardship, difficulties administering pay and leave, overtime or manpower problems during peak work lead periods, etc.

2. Longitudinal Cross-Sectional Study

A sample of 60 work units will be selected by OPM to be part of the longitudinal cross-sectional study. Organizations which have work units selected for this study will not be required to submit the narrative evaluation report.

The selected work units must have a reasonably homogeneous work technology and a single focus of funtion and activity. Typically, such a work unit will be headed by a supervisor authorized to certify time and attendance cards. For example, a work unit for purposes of this project might be a mail room, a printing plant, a data processing center, a claims group, or a policy group; however, all employees in a work unit must be on the same type of schedule, with the exception of those employees excluded because of personal hardship.

The experimental design for the longitudinal cross-ectional study is a simple one-way classification with our types of schedules.

The four types of schedules are 5–4/9 and 4-day week compressed schedules, flexible schedules that allow variability in the numbers of hours worked per day, and flexible schedules which require employees to work 8 hours per day (i.e., flexitime as allowed under permanent provisions of title 5). Within each of the four types, 15 work units will be selected representing a variety of sizes, locations, and functions. However, for purposes of analysis, these variables will not be included since there will be too few cases to create a complete factorial design.

Data will be collected by each organization, using the forms and surveys provided by OPM. OPM will also provide guidance and advice on establishing data collection procedures. The raw unanalyzed data will be forwarded to OPM for all data reduction and analysis. All data collected will be treated in a confidential manner; no individuals will be identified. The results of the experiment will be reported as scores aggregated across work units and organizations. Organizations which terminate the experiment prior to the end of the experimental period will provide OPM with data on the reasons for termination as well as other data which may be required.

The following types of data will be collected from work units selected for the longitudinal cross-sectional study.

(a) *Organizational/Work Unit Characteristics.* Descriptive information to be collected prior to the onset of an experiment will include:

—number of employees in experimental work unit by age, sex, grade

—location of work unit

—pre-experimental work schedule and alternative work schedule planned

—major activities or services of experimental work units (e.g., clerical, produce goods, customer contact, office or plant function)

—work technology (e.g., machine-paced vs. worker-paced jobs, autonomous vs. interdependent job, nature of supervision and communication)

—bargaining unit status

—car pool programs, van pool programs, parking facilities, availability of public transportation to organization

(b) *Longitudinal Archival Data.* Organizations should obtain as much of the longitudinal data as possible retrospectively from existing records for the 12-month period preceding the start of the experiment. Data collection procedures should be established to record required information during the 18-month experimental period which is not routinely maintained. Data collected will include the following:

—productivity measures, if any, currently utilized by the organization

—turnover

—sick leave, annual leave, and leave without pay

usage (total number of hours per month and number of incidents of leave use per month)
—number of authorized overtime hours
—part-time/full-time employee ratio
—accident rates

(c) *Employee Survey*. Some attitudinal data and information can be collected only from surveys of employees in the experimental work units (e.g., commuting habits). Four surveys of employees will be conducted. These surveys will take approximately 45 minutes to complete and will be collected at the start of the experimental period, and 3 months, 12 months, and 18 months into the experimental period. The surveys will collect data on the following areas:

—organizational climate and quality of working life
—commuting habits
—impact on family and personal life
—job performance
—job satisfaction
—time utilization
—AWS utilization
—perceived abuses of system
—supervisor's functions
—scheduling
—recreational travel habits

(d) *Diary of Significant Events*. The local Project Director will be required to keep a diary of significant events within the organization which might have an impact on the effects of AWS. Examples of such events include a move to a new building, a flu epidemic, a change in supervisors (including top level management), changes in work flow, major snow storms, reorganization, or a critical energy storage.

3. On-site Studies

Because certain, limited types of data may be difficult to obtain on an overall, cross-sectional basis, and because some results may be manifest only in the presence of special factors, some effects of the use of alternative work schedules can be determined only through on-site studies. The on-site studies will serve to supplement the narrative reports and the longitudinal cross-sectional study and provide additional explanatory detail in the final report. They will have more intensive data collection, and/or they will utilize controlled experimental or quasi-experimental designs. OPM will select 6–10 experimenting organizations for on-site studies. These organizations will not be required to submit the narrative evaluation report. The on-site studies will be conducted by the AWS research staff and will be tailored to the specific organization to provide information on the six impact areas of Public Law 95–390 as well as to identify the problems and benefits involved in planning, implementing, and functioning under an AWS. The purpose of the on-site studies is to obtain information on AWS and not to evaluate the effectiveness of a specific organization in conducting its AWS experiment.

Data collection methods for the on-site studies will include interviews of employees, supervisors, and managers; surveys of samples of employees; and collection of some organizational data such as productivity measures, type and number of public service contacts, etc. An initial planning meeting will be held of OPM staff and management of the selected organizations to discuss specific plans for the on-site study. OPM staff will then make three or four on-site visits to conduct interviews and collect data during the 18-month experimental period.

4. Energy Study

A special study will be conducted on the net energy impact of AWS. This study will examine changes in usage of public and private transportation for commuting as well as for recreational travel. This will be accomplished by using a survey and travel diary from a sample of employees in experimenting organizations. In addition, data on changes in building energy consumption will be collected using data from specific buildings as well as computer models of building energy utilization. The net energy impact will then be analyzed from data obtained from these two sources—buildings and transportation. Organizations selected for the building and/or transportation segments of the energy study will be notified by OPM.

F. Analytic Methodology

This section provides an overview of the strategies and techniques which will be used for statistical analysis of the data collected. The purpose of any process of data analysis is to condense information contained in the body of data into a form which can be comprehended and interpreted. This is particularly critical to the AWS project, since the purpose of the research is to provide a basis for policy decisions and legislative action.

Sometimes this analytic process is simply used to describe a body of empirical data. In the present project, it is important to go beyond that and search for meaningful patterns of relationships among sets of variables, that is, to build a comprehensive picture of the impact of AWS on the Federal work force.

The narrative evaluation reports and on-site studies will be analyzed to identify general trends in the results of a wide variety of experimenting organizations. While this analysis will not be quantitative in nature, it will allow general conclusions and provide enriching detail to the quantitative analysis of the longitudinal cross-sectional study.

Three types of statistical procedures will be used to analyze the data collected in the longitudinal, cross-sectional study. They are descriptive statistics, trend analysis, and analysis of variance.

The descriptive analysis of the data will examine the characteristics of the distribution of each of the independent and dependent variables under investigation. This will be accomplished by using measures of central tendency (e.g., mean, median) and distributions and frequencies, such as the cross-tabulation of two variables. Proportions will be used to describe the data for discrete category variables.

A second type of analysis, trend analysis, will consist of plotting the data points of relevant variables over the time period of the experiment and identifying patterns in the data. Patterns which might be revealed are effects of experience with AWS, patterns of use which vary by the season of the year, and so on.

The third type of statistical procedure to be used is analysis of variance. Analysis of variance allows the researcher to make inferences about the effects of independent variables on dependent variables. Using analysis of variance, it will be possible to detect differences in the various dependent variables as a result of the different types of schedules.

The analytic method and independent and dependent variables are given below for each of the research questions.

For most analyses, the level of analysis is the work unit, i.e., data will be aggregated within a work unit and that score will be used to represent the work unit. A different level of analysis will be used in dealing with the areas indicated below.

1. Efficiency of Government Operations

(a) What changes occur in mission accomplishment and work unit costs?

—Descriptive statistics and trend analysis of productivity measures, turnover rates, leave usage, accident rates and cost data.

(b) How are management tasks affected? What problems develop and how are they solved?

—Descriptive statistics and trend analysis of survey data, analysis of diaries.

(c) What are the effects on organizational climate resulting from AWS?

—Analysis of variance of change scores for organizational climate and job satisfaction.

—Descriptive statistics and trend analysis of organizational climate.

(d) Are efficiency and productivity affected by the type of AWS used?

—Descriptive statistics of efficiency and productivity measures as a function of (1) work schedule (2) work unit technology, and (3) work force characteristics.

—Analysis of variance of outcome measures by work schedule.

2. Mass Transit Facilities and Traffic

(a) Is there a transportation advantage from AWS for either individuals or public transit authorities?

—Analysis of special study on energy.

—Descriptive statistics of survey data on commuting habits. (Level of analysis: individual)

(b) What effects do AWS have on choice of commuting transportation and on commuting time?

—Descriptive statistics of survey data on commuting habits as a function of AWS and organizational characteristics. (Level of analysis: individual)

3. Levels of Energy Consumption

(a) Are there energy savings from transportation effects of AWS?

—Analysis of variance on amount and frequency of automobile usage.

(b) Is there an increase in energy consumption from building and equipment use as a result of AWS?

—Analysis of special study on energy consumption.

(c) What is the net energy impact of AWS from transportation (a, above) and building (b, above) effects?

—Projections of the energy costs and savings as a function of a particular AWS, and organization characteristics (particularly geographic location and technology).

4. Service to the Public

(a) Is service to the public increased or decreased in quality or quantity? How much is the gain or loss worth?

—Analysis of on-site study data on quality of customer service.

(b) How much is the change in service affected by the AWS, work unit's function, size, or location?

—Descriptive statistics of level of customer service as a function of AWS, work unit function, size, and location.

5. Opportunities for Full-time and Part-time Employment

(a) What are the labor supply effects of AWS?

—Descriptive statistics of secondary data from Bureau of Labor Statistics.

(b) Will there be new labor force entrants?

—Descriptive statistics of secondary data from Bureau of Labor Statistics.

(c) Is there a shift from part-time to full-time employment?

—Trend analysis of part-time/full-time employee ratio as a function of AWS.

(d) Does moonlighting increase?

—Descriptive statistics of survey data on moonlighting. (Level of analysis: individual)

—Trend analysis of survey data as a function of AWS.

(e) What types of jobs are best suited for AWS?

—Descriptive statistics of job characteristics by AWS, where outcome measures (e.g., productivity, leave usage, etc.) and employee satisfaction are chief variables.

(f) How do AWS affect the employment opportunities for women and the handicapped?

—Descriptive statistics of employment and turnover rates by sex and by physical and mental handicap.

—Descriptive statistics of survey data on utilization of AWS, and attitudes toward AWS by sex and by physical and mental handicap.

6. Quality of Life for Individuals and Families

(a) How is the quality of work life affected? What features of work life are affected?

—Descriptive statistics and trend analysis of survey data on organizational climate, job statisfaction and performance. (Level of analysis: individual)

(b) How is the quality of personal and non-work life affected?

—Descriptive statistics and trend analysis of survey data on impact on family and personal life.

(c) Do social, educational, or civic activities change?

—Descriptive statistics and trend analysis of survey data on impact on family and personal life.

(d) Do family relationships and child care patterns change?

—Descriptive statistics and trend analysis of survey data on impact on family and personal life.

(e) Do the effects on quality of life vary with the AWS used?

—Analysis of variance with quality of life factors as dependent variables.

G. Reports

As required by Public Law 95–390, an interim report containing recommendations pertaining to the legislative or administrative action, if any, which should be taken as a result of the AWS Experimental Program will be completed by September 29, 1981. A final report summarizing the results of the AWS Experimental Program will be prepared by the OPM and submitted to the President, the Speaker of the House, and the President pro tempore of the Senate by March 29, 1982.

Accordingly, OPM is amending 5 CFR Part 620 as follows:

1) The reserved Appendix A is revoked.

2) The interim Master Plan is revoked.

(Authority: Public Law 95–390, Titles I and II and Reorganization Plan No. 2 of 1978, S102.)

Appendix D. Flexifinder for Flexitimers

Workday Starting Time	Midday Flex Times**																		
	30 Min.	35 Min.	40 Min.	45 Min.	50 Min.	55 Min.	1 Hour	1 Hr. 05	1 Hr. 10	1 Hr. 15	1 Hr. 20	1 Hr. 25	1 Hr. 30	1 Hr. 35	1 Hr. 40	1 Hr. 45	1 Hr. 50	1 Hr. 55	2 Hrs.
	Workday Ending Times																		
6:00	2:30	2:35	2:40	2:45	2:50	2:55	3:00	3:05	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00
6:05	2:35	2:40	2:45	2:50	2:55	3:00	3:05	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05
6:10	2:40	2:45	2:50	2:55	3:00	3:05	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10
6:15	2:45	2:50	2:55	3:00	3:05	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15
6:20	2:50	2:55	3:00	3:05	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20
6:25	2:55	3:00	3:05	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25
6:30	3:00	3:05	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30
6:35	3:05	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35
6:40	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40
6:45	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45
6:50	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50
6:55	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55
7:00	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00
7:05	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05
7:10	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10
7:15	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15
7:20	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20
7:25	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25
7:30	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30
7:35	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35
7:40	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40
7:45	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45
7:50	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50
7:55	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55
8:00	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00
8:05	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05
8:10	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10
8:15	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15
8:20	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20
8:25	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25
8:30	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30
8:35	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35
8:40	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40
8:45	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45
8:50	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50
8:55	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55
9:00	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00
9:05	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00	7:05
9:10	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00		
9:15	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00			
9:20	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00				
9:25	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00					
9:30	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00						
9:35	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00							
9:40	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00								
9:45	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00									
9:50	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00										
9:55	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00											
10:00	6:30	6:35	6:40	6:45	6:50	6:55	7:00												

**Midday Flex Times include time agencies allow employees for lunch.

To find the time an employee's workday ends, find the time he/she began the workday along the left-hand column of the grid, then along the top of the grid find the amount of time he/she spent in the midday flex band (for lunch and/or personal time). The point at which the **Workday Starting Time** row intersects the **Midday Flex** column is the Ending Time for an 8-hour day. **For example:** Gene Gliding arrives at his desk to commence his workday at 6:05 a.m. At 11:30 a.m., he goes out to lunch and to run an errand and comes back at 12:35 p.m. (1 hour and 5 minutes later). Thus, his 8-hour workday ends at 3:10 p.m. (the time at the intersection point of the **6:05 Starting Time** row and the **1 hr. 05 Midday Flex Time** column).

Book 630

Absence and Leave

Contents

SUBCHAPTER S1. GENERAL PROVISIONS

S1-1. Introduction
S1-2. Legal Authority
S1-3. Leave Administration
S1-4. Absence of Disabled Veterans
S1-5. Absence on Convalescent Leave
S1-6. Absence Without Leave
S1-7. Concurrent Leave Rights

SUBCHAPTER S2. GENERAL PROVISIONS FOR ANNUAL AND SICK LEAVE

S2-1. Coverage and Exclusions
S2-2. Definitions
S2-3. Accrual of Leave During Pay Periods
S2-4. Leave Charges
S2-5. Refund for Unearned Leave
S2-6. Uncommon Tours of Duty
S2-7. Travel Time
S2-8. Rural Carriers
S2-9. Procedures

SUBCHAPTER S3. ANNUAL LEAVE

S3-1. Earning Rates
S3-2. Determining Creditable Service
S3-3. Qualifying Period
S3-4. Granting Annual Leave
S3-5. Maximum Accumulation

SUBCHAPTER S4. SICK LEAVE

S4-1. Earning Rates
S4-2. Granting Sick Leave
S4-3. Advancing Sick Leave
S4-4. Maximum Accumulation

SUBCHAPTER S5. TRANSFER AND RECREDIT OF ANNUAL AND SICK LEAVE

S5–1. Annual Leave
S5–2. Sick Leave
S5–3. Leave From Former Leave Systems
S5–4. Reestablishment of Leave Account After Military Service
S5–5. Effect of Restoration After Appeal
S5–6. Special Recredit Provisions for Teachers Overseas

SUBCHAPTER S6. HOME LEAVE

S6–1. Legal Authority
S6–2. Definitions
S6–3. Coverage
S6–4. Service Abroad
S6–5. Earning Rates
S6–6. Computation
S6–7. Granting Home Leave
S6–8. Transfer and Recredit

SUBCHAPTER S7. SHORE LEAVE

S7–1. Legal Authority
S7–2. Coverage
S7–3. Definitions
S7–4. Computation of Shore Leave
S7–5. Granting Shore Leave

SUBCHAPTER S8. FUNERAL LEAVE

S8–1. Legal Authority
S8–2. Applicability
S8–3. Coverage
S8–4. Definitions
S8–5. Administration

SUBCHAPTER S9. MILITARY LEAVE

S9–1. Introduction
S9–2. Legal Basis
S9–3. Employees Eligible for Military Leave
S9–4. Employees Not Eligible for Military Leave
S9–5. Types of Military Duty Not Covered
S9–6. Granting Military Leave
S9–7. Pay Status Requirement

SUBCHAPTER S10. COURT LEAVE

S10–1. Introduction
S10–2. Jury Service
S10–3. Witnesses
→S10–4. Court Leave Guide←

★★★

APPENDIX A. Exclusions of Presidential Appointees From Chapter 63 of Title 5, United States Code

- A-1. Legal Basis
- A-2. Delegation to the Commission
- A-3. Criteria and Operating Procedures for Requesting Exclusions
- A-4. List of Officers Excluded From Coverage

APPENDIX B. Charts to Facilitate Leave Computations

* U.S. G.P.O.:1991-282-341:40187

Subchapter S1. General Provisions

S1-1. INTRODUCTION

For the greater convenience of agency employees concerned with leave administration, this book contains material from decisions of the Comptroller General in addition to the statutory provisions of the law and the Commission's regulations and instructions.

S1-2. LEGAL AUTHORITY

Chapter 63 of title 5, United States Code, provides the basic laws authorizing the accrual and use by Federal employees of various types of leave, including principally, but not limited to, annual and sick leave. Section 6311 thereof authorizes the Commission to prescribe regulations necessary for the administration of annual, sick, home, and shore leave, including the transfer and recredit of leave. Section 6326 thereof authorizes the Commission to issue regulations for absence in connection with funerals of immediate relatives in the armed forces.

S1-3. LEAVE ADMINISTRATION

a. Agency. (1) *Regulation. "Responsibility for administration.* The head of an agency →having employees subject to this part← is responsible for the proper administration of this part so far as it pertains to employees under his jurisdiction, and for maintaining an account of leave for each employee in accordance with methods prescribed by the General Accounting Office." (Section 630.101)

(2) *Agency responsibility.* The heads of agencies, and their designated representatives, are responsible for administering the provisions of the leave laws and the Commission's leave regulations and have the general responsibility for time and attendance records for their employees.

(3) *Collection of required refunds.* The employing agency is responsible for collecting any required refunds for leave.

b. General Accounting Office. (1) *Issuance of procedural instructions.* The General Accounting Office has authority to prescribe methods of maintaining leave accounts for employees and has prescribed standard forms and procedures for leave accounting. By agreement between the General Accounting Office and the Civil Service Commission, the Commission has responsibility for prescribing procedures with regard to the use of Standard Form 71, Application for Leave, and for the transfer of the leave record between agencies when an employee moves. Instructions covering these two procedures appear later in this book.

(2) *Decisions on leave.* The Comptroller General issues decisions on questions concerning leave and these decisions are binding on all agencies.

S1-4. ABSENCE OF DISABLED VETERANS

Agencies are required to follow the provisions of Executive Order 5396, July 17, 1930, in authorizing leaves of absence when disabled veterans are required to seek treatment, examination, or are absent from duty in connection with their disability. The order provides, as follows: "*With respect to medical treatment of disabled veterans who are employed in the executive civil service of the United States, it is hereby ordered that, upon the presentation of an official statement from duly constituted medical authority that medical treatment is required, such annual or sick leave as may be permitted by law and such leave without pay as may be necessary shall be granted by the proper supervisory officer to a disabled veteran in order* *that the veteran may receive such treatment, all without penalty in his efficiency rating.*

"The granting of such leave is contingent upon the veteran's giving prior notice of definite days and hours of absence required for medical treatment in order that arrangements may be made for carrying on the work during his absence."

S1-5. ABSENCE ON CONVALESCENT LEAVE

a. **Law.** "*Absence resulting from hostile action abroad. No leave shall be charged to the account of any officer or employee for absence, not to exceed one year, due to any injury incurred while serving abroad and resulting from war, insurgency, mob violence, or similar hostile action:* Provided, *That the injury shall not have been due to vicious habits, intemperance, or willful misconduct on the part of the officer or employee.*" (Section 6325 of title 5, United States Code)

b. **General.** The above provision of law makes it possible to retain in full-pay status, whether or not he has earned leave to his credit, any employee who sustains injuries from physical violence and unavoidable involvement in wars, guerilla and militant insurgent situations, or localized hostile mob actions, while necessary hospitalization and related care are furnished to him for a 1-year period following such injury. Although this legislation was initiated because of United States Government civilian personnel located in Vietnam, its language covers other employees faced with comparable situations (while serving abroad) elsewhere in the world.

c. **Effective date.** While the law was enacted on December 23, 1967, the Congress made its benefits retroactive. Coverage is provided for employees injured on or after the first day of the first pay period which began on or after January 1, 1965. Any such employee is thus entitled to have his leave account adjusted retroactively to eliminate charges to sick, annual, home, or shore leave, or LWOP, with substitution of convalescent leave, where appropriate, during the authorized 1-year period. In the calculation of new leave balances, the limitation in section 6304 of title 5, United States Code, with reference to maximum accumulations of annual leave, is applicable.

d. **Administration.** Charges during the 1-year period should be limited to those absences which are required for treatment or recuperation, or both, as a result of the injury; other absences, if any, are subject to normal leave regulations. Evidence required to support grants of convalescent leave should essentially conform with agency policies governing sick leave.

S1-6. ABSENCE WITHOUT LEAVE

An absence from duty which was not authorized or approved or for which a leave request has been denied is charged on the leave record as "absent without leave." Pay is withheld for the entire period of such absence. Disciplinary action may be taken according to the agency's code of penalties. If it is later determined that the absence without prior authorization was excusable or that the employee was ill, the charge to absence without leave may be changed to annual or sick leave.

S1-7. CONCURRENT LEAVE RIGHTS

Leave rights relating to duty in the armed forces. Section 5552 of title 5, United States Code, permits employees entering the armed forces to be paid in a lump sum for their annual leave, or to elect to have their leave remain to their credit until their return from active duty. On return to civilian employment, employees are also entitled to payment for terminal leave from the armed forces concurrently with pay for civilian service. (See 5 U.S.C. 5534a.)

Subchapter S2. General Provisions for Annual and Sick Leave

S2–1. COVERAGE AND EXCLUSIONS

a. Employees. (1) *Law* (Chapter 21—Definitions). "(*a*) *For the purpose of this title, 'employee,' except as otherwise provided by this section or when specifically modified, means an officer and an individual who is—*

"(*1*) *appointed in the civil service by one of the following acting in an official capacity—*

"(*A*) *the President;*

"(*B*) *a Member or Members of Congress, or the Congress;*

"(*C*) *a member of a uniformed service;*

"(*D*) *an individual who is an employee under this section;*

"(*E*) *the head of a Government controlled corporation; or*

"(*F*) *the adjutants general designated by the Secretary concerned under section 709(c) of title 32, United States Code;*

"(*2*) *engaged in the performance of a Federal function under authority of law or an Executive act; and*

"(*3*) *subject to the supervision of an individual named by paragraph (1) of this subsection while engaged in the performance of the duties of his position.*

"(*b*) *An individual employed at the United States Naval Academy in the midshipmen's laundry, the midshipmen's tailor shop, the midshipmen's cobbler and barber shops, and the midshipmen's store, except an individual employed by the Academy dairy, is deemed an employee.*

"(*c*) *An employee paid from nonappropriated funds of the Army and Air Force Exchange Service, Army and Air Force Motion Picture Service, Navy Ship's Stores Ashore, Navy exchanges, Marine Corps exchanges, Coast Guard exchanges, and other instrumentalities of the United States under the jurisdiction of the armed forces conducted for the comfort, pleasure, contentment, and mental and physical improvement of personnel of the armed forces is deemed not an employee for the purpose of—*

"(*1*) *laws administered by the Civil Service Commission; or*

"(*2*) *subchapter I of chapter 81 and section 7902 of this title.*

"*This subsection does not affect the status of these nonappropriated fund activities as Federal instrumentalities.*

"(*d*) *A Reserve of the armed forces who is not on active duty or who is on active duty for training is deemed not an employee or an individual holding an office of trust or profit or discharging an official function under or in connection with the United States because of his appointment, oath, or status, or any duties or functions performed or pay or allowances received in that capacity.*" (Section 2105 of title 5, United States Code)

(2) *Law* (Chapter 63—Leave). "(*2*) '*employee' means—*

"(*A*) *an employee as defined by section 2105 of this title; and*

"(*B*) *an individual employed by the government of the District of Columbia;*

but does not include—

"(*i*) *a teacher or librarian of the public schools of the District of Columbia;*[1]

"(*ii*) *a part-time employee, except an hourly employee in the postal field service, who does not have an established regular tour of duty during the administrative workweek;*

"(*iii*) *a temporary employee engaged in construction work at an hourly rate;*

---

[1] **Principals, assistant principals, and similar officers of the District of Columbia Board of Education (as distinguished from "teachers") are exempted. (See Public Law 271 of Mar. 5, 1952; 66 Stat. 14.)**

"(*iv*) *an employee of the Canal Zone Government or the Panama Canal Company when employed on the Isthmus of Panama;*[1]

"(*v*) *a physician, dentist, or nurse in the Department of Medicine and Surgery, Veterans' Administration;*

"(*vi*) *an employee of either House of Congress or of the two Houses;*

"(*vii*) *an employee of a corporation supervised by the Farm Credit Administration if private interests elect or appoint a member of the board of Directors;*

"(*viii*) *an alien employee who occupies a position outside the United States, except as provided by section 6310 of this title;*

"(*ix*) *a 'teacher' or an individual holding a 'teaching position' as defined by section 901 of title 20;*

"(*x*) *an officer in the executive branch or in the government of the District of Columbia who is appointed by the President and whose rate of basic pay exceeds the highest rate payable under section 5332 of this title;*

"(*xi*) *an officer in the executive branch or in the government of the District of Columbia who is designated by the President, except a postmaster, United States attorney, or United States marshal; or*

"(*xii*) *an officer who receives pay under section 866 of title 22.*"

(Section 6301(2) of title 5, United States Code)

(3) *Administrative enrollees.* Public Law 87–93, approved July 20, 1961, amending section 216 of the Merchant Marine Act, 1936, as amended (46 U.S.C. 1126), added a new subsection (f) and subparagraph (3), as follows:

"(*f*) *On such date as may be fixed by the Civil Service Commission with the approval of the Secretary of Commerce* [*This date was fixed as January 1, 1962*] *not later than one year from the date of enactment of this subsection, persons then serving as administrative enrollees shall be brought into the competitive civil service or excepted civil service in accordance with the Civil Service Act and rules, and shall thereafter be compensated in accordance with the Classification Act of 1949, as amended, except as otherwise authorized by subsection* (*e*) *of this section or other provisions of law, and shall be subject to other laws of general applicability to civilian employees of the United States, subject to the following exceptions and conditions, notwithstanding any other provisions of law:*

"(*3*) *Any person, who, as a result of the action required under the first sentence of this subsection* (*f*), *becomes subject to the Annual and Sick Leave Act of 1951, as amended* (*5 U.S.C. 2061 and the following*), *shall be credited under that act with all annual leave remaining to his credit as an administrative enrollee, at the rate of five-sevenths of a day of leave chargeable under the act* (*5 U.S.C. 2064*) *for each calendar day of leave remaining to the credit of the enrollee, without regard to the limitations on maximum leave accumulation provided by the act, and shall be credited with thirteen days of sick leave in addition to any leave recredit to which the employee may otherwise be entitled.*"

(4) *Part-time employees.* A part-time employee (except an hourly employee in the field service of the Post Office Department) must have a regular tour of duty prescribed in advance for an administrative workweek to establish eligibility under chapter 63 of the law. If a part-time employee has a definite day, or hour of any day, prescribed for him to work regularly, he is subject to the law, even though he serves a part of his administrative workweek on intermittent duty with no prearranged tour (31 Comp. Gen. 215, question 1; and 31 *id.* 581, question 3).

b. **Delegation to the Commission.** Executive Order 10540 of June 29, 1954, delegated the authority of the President to the Chairman of the United States Civil Service Commission to designate certain officers in the executive branch of the Government as being exempt from the

---

[1] Also excluded are the district judge, district attorney, or marshal as well as subordinate personnel in the offices of the district judge, district attorney, or marshal who prior to enactment of the act had earned and been granted leave in accordance with regulations promulgated by the Governor of the Panama Canal. (32 Comp. Gen. 115)

Annual and Sick Leave Act of 1951, as amended (now chapter 63 of title 5, United States Code). The officers who have been so excluded from coverage by section 6301(2)(xi) of title 5, United States Code, and the criteria and procedures for those agencies requesting exemption of certain officers from coverage are found in appendix A to this book.

c. **Leaves of absence—exempt employees.** *Law.* "(*b*) *The President may authorize leaves of absence to an officer excepted from this subchapter by section 6301(2)(xii) of this title for use in the United States and its territories or possessions. Leave so authorized does not constitute a leave system and may not be made the basis for a lump-sum payment.*" (Section 6305(b) of title 5, United States Code)

d. **Leave for alien employees.** (1) *Law.* "*The head of the agency concerned may grant leave of absence with pay, not in excess of the amount of annual and sick leave allowable to citizen employees under this subchapter, to alien employees who occupy positions outside the United States.*" (Section 6310 of title 5, United States Code)

(2) *Limitations.* An agency may limit the accumulation as well as the accrual of both annual and sick leave of aliens, subject, of course, to the limitations of the law. (See 31 Comp. Gen. 215.)

S2–2. DEFINITIONS

a. **Statutory.** (1) *United States.* "*(1) 'United States', when used in a geographical sense, means the several States and the District of Columbia.*" (Section 6301(1) of title 5, United States Code)

(2) *Leave days.* "(*a*) *The days of leave provided by this subchapter are days on which an employee would otherwise work and receive pay and are exclusive of holidays and nonworkdays established by Federal statute, Executive order, or administrative order.*" (Section 6302(a) of title 5, United States Code)

b. **Regulation.** *Definitions.* "(a) In section 6301(2)(iii) of title 5, United States Code, the term *temporary employee engaged in construction work at an hourly rate* means an employee hired on a temporary basis solely for the purpose of work on a specific construction project and paid at an hourly rate.

"(b) In this part:

"(1) *Accrued leave* means the leave earned by an employee during the current leave year that is unused at any given time in that leave year.

"(2) *Accumulated leave* means the unused leave remaining to the credit of an employee at the beginning of a leave year.

"(3) *Contagious disease* means a disease which is ruled as subject to quarantine, requires isolation of the patient, or requires restriction of movement by the patient for a specified period as prescribed by the health authorities having jurisdiction.

"(4) *Employee* means an employee to whom subchapter I of chapter 63 of title 5, United States Code, applies.

"(5) *Leave year* means the period beginning with the first day of the first complete pay period in a calendar year and ending with the day immediately before the first day of the first complete pay period in the following calendar year.

"(6) *Medical certificate* means a written statement signed by a registered practicing physician or other practitioner certifying to the incapacitation, examination, or treatment, or to the period of disability while the patient was receiving professional treatment.

"(7) *United States* means the several States and the District of Columbia." (Section 630.201)

S2–3. ACCRUAL OF LEAVE DURING PAY PERIODS

a. **Full biweekly pay periods.** (1) *Law.* "(b) *For the purpose of this subchapter an employee is deemed employed for a full biweekly pay period if he is employed during the days within that period, exclusive of holidays and nonworkdays established by Federal statute, Executive order, or administrative order, which fall within his basic administrative workweek.*" (Section 6302(b) of title 5, United States Code)

best copy available

Reproduced from poor document.

(2) (a) *Regulation.* "*Full biweekly pay period; leave earnings.* (*a*) *Full-time employees.* A full-time employee earns leave during each full biweekly pay period while in a pay status or in a combination of a pay status and a nonpay status." (Section 630.202)

(b) *Completion of full pay period.* An employee who initially enters on duty the first workday after the beginning of his pay period shall be deemed to have been appointed at the beginning of the pay period, thereby completing a full biweekly pay period for leave accrual purposes (unpub. Comp. Gen. Dec. B–125537, October 6, 1955). For example, Sunday is the beginning of a pay period; Labor Day, Monday, is a holiday; an employee who enters on duty on Tuesday and continues to serve for the remainder of the pay period is held to have completed the first full biweekly pay period for leave accrual purposes, even though he entered on duty on a Tuesday.

(3) *Part-time employees.* (a) *Law.* "(*c*) *A part-time employee, unless otherwise excepted, is entitled to the benefits provided by subsection* (*d*) *of this section and sections 6303, 6304*(*a*), (*b*), *6305*(*a*), *6307*, and *6310 of this title on a pro rata basis.*" (Section 6302(c) of title 5, United States Code)

(b) *Regulation.* "(*b*) *Part-time employees; hourly postal field service employees.* Hours in a pay status in excess of an agency's basic working hours in a pay period are disregarded in computing the leave earnings of a part-time employee, except that an hourly employee in the field service of the Post Office Department earns leave to the annual maximum in accordance with his actual number of hours in a pay status." (Section 630.202)

(4) *Crediting of part-time accruals.* To benefit from the leave law, a part-time employee must serve under an established tour of duty for each of the two administrative workweeks in each biweekly pay period. There is no credit of leave for fractional parts of biweekly pay periods either at the beginning or end of an employee's period of service. A part-time employee who completes a full biweekly pay period may carry over from one pay period to the next those hours of service in a pay status which do not equal the number necessary for a minimum leave credit of one hour until sufficient service is rendered to total the hourly credit; but if he changes to a full-time employee status and he has insufficient service credit to earn the minimum of one hour, the fractional hours of service are lost because of the change in the tour of duty (32 Comp. Gen. 490).

b. Pay periods other than biweekly. *Regulation.* "*Pay periods other than biweekly.* An employee paid on other than a biweekly pay period basis earns leave on a pro rata basis for a full pay period." (Section 630.203)

c. Fractional pay periods. (1) *Regulation.* "*Fractional pay periods.* When an employee's service is interrupted by a non-leave-earning period, he earns leave on a pro rata basis for each fractional pay period that occurs within the continuity of his employment." (Section 630.204)

(2) *Pro rata table.* The following table may be used as a guide in determining the amount of pro rata credit for leave:

Pro Rata Table

Biweekly pay period	*Hourly accrual rate*		
Workdays	*Category 4* [1]	*Category 6*	*Category 8*
1	1	1	1
2	1	1	2
3	1	2	2
4	2	2	3
5	2	3	4
6	2	4	5
7	3	4	6
8	3	5	6
9	3	5	7
10	4	6	8

[1] This column may be applied for sick leave purposes.

d. **Accrual reduction because of nonpay absence.** (1) *Regulation. "Reduction in leave credits.* (a) When the number of hours of nonpay status in a full-time employee's leave year equals the number of base-pay hours in a pay period, the agency shall reduce his credits for leave by an amount equal to the amount of leave the employee earns during the pay period. When the employee's number of hours of nonpay status does not require a reduction of leave credits, the agency shall drop those hours at the end of the employee's leave year. For the purpose of determining reduction of leave credits under this paragraph when an employee has one or more breaks in service during the leave year, the agency shall include all hours in a nonpay status (other than nonpay status during a fractional pay period when no leave accrues) for each period of service during the leave year in which annual leave accrued.

"(b) An employee who is in a nonpay status for his entire leave year does not earn leave.

"(c) When a reduction in leave credits results in a debit to an employee's annual leave account at the end of a leave year, the agency shall:

"(1) Carry the debit forward as a charge against the annual leave to be earned by the employee in the next leave year; or

"(2) Require the employee to refund the amount paid him for the period covering the excess leave that resulted in the debit.

"(d) A period covered by an employee's refund for unearned advanced leave is deemed not a nonpay status under this section." (Section 630.208)

(2) *Effect of fractional pay periods.* Section 630.204, "Fractional pay periods," is not applicable to cases which are subject to section 630.208, "Reduction in leave credits," where an employee is eligible to earn leave but must have his leave credits reduced when his total absence in a nonpay status within a leave year equals the base pay hours in one pay period. For example, employee A is intermittently on leave without pay during the months of February through September, at which time his leave without pay totals 88 hours. He is in the annual leave-earning category of eight hour for each full biweekly pay period. His annual leave account, therefore, must be reduced by one leave day. On the other hand, employee B is carried on the rolls in an LWOP status while receiving disability compensation and therefore is not entitled to earn any leave during such period of absence. Since employee B earned no leave, no reduction in leave credits is required. Employee B is credited only with leave earned in a duty status under section 630.204, and section 630.208 is not applicable.

e. **Change in length of day.** *Regulation. "Change in length of day.* When the number of hours of duty in a full-time employee's workday is permanently changed, the leave to his credit is converted to the proper number of hours based upon the new workday." (Section 630.205)

S2-4. LEAVE CHARGES

a. **Leave days.** Leave is not charged on any day other than a *leave day* as defined by section 6302(a) of title 5, United States Code. (See section S2-2 above.)

b. **Minimum charge.** (1) *Regulation. "Minimum charge.* (a) ➔Unless an agency establishes a minimum charge of less than one hour, or establishes a different minimum charge through negotiations,⬅ the minimum charge for leave is one hour, and additional charges are in multiples thereof. If an employee is unavoidably or necessarily absent for less than one hour, or tardy, the agency, for adequate reason, may excuse him without charge to leave.

"(b) When an employee is charged with leave for an unauthorized absence or tardiness, the agency may not require him to perform work for any part of the leave period charged against his account." (Section 630.206)

➔(2) *Precaution.* If an agency adopts or allows a different leave charging unit for its leave charging system or systems under CSC regulation 630.206(a), the avoidance of undue complexity is an important factor in developing its policy.

(3) *Disposition of fractional hours.* Fractional hours of leave not transferable are forfeited; however, an employee may be permitted to take

the annual leave necessary to even off his annual leave balance prior to his move.←

S2–5. REFUND FOR UNEARNED LEAVE

a. **Regulation.** "*Refund for unearned leave.* (a) When an employee who is indebted for unearned leave is separated, the agency shall:

"(1) Require him to refund the amount paid him for the period covering the leave for which he is indebted; or

"(2) Deduct that amount from any pay due him.

An employee who enters active military service with a right of restoration is deemed not separated for the purpose of this paragraph.

"(b) This section does not apply when an employee:

"(1) Dies;

"(2) Retires for disability; or

"(3) Resigns or is separated because of disability which prevents him from returning to duty or continuing in the service, and which is the basis of the separation as determined by his agency on medical evidence acceptable to it." (Section 630.209)

b. **Liquidation of advanced leave.** An employee may not be advanced annual or sick leave if it is *known* at the time that he will not return to duty. The provisions for advances apply only to employes whose continued employment is contemplated when annual leave is advanced or whose employment will be continuing in the event of recovery where sick leave is advanced (25 Comp. Gen. 874). It is in the interest of the Government to permit an employee to liquidate advance sick leave at the earliest opportunity; therefore, it may be liquidated by subsequently earned sick leave, by a charge against annual leave (provided this action is not for the purpose of avoiding a forfeiture of annual leave at the end of the leave year), or by a refund upon separation (37 Comp. Gen. 439). Other than for the liquidation of advanced sick leave indebtedness, however, the retroactive substitution of annual leave for regular sick leave is not authorized (38 Comp. Gen. 354). An employee may, with the consent of his agency, arrange to refund for advanced annual or sick leave in cash if such an arrangement is mutually agreeable and administratively feasible. (Pay rate applicable to refund is that rate which was in effect at time the advanced leave was taken.) There is no authority under present regulations requiring an employee to refund the amount paid him for leave advanced prior to his separation when he is retired for disability or is unable to return to work because of illness (see 29 Comp. Gen. 234; 33 *id.* 145); and, if he is subsequently reemployed, the leave "forgiven" under section 630.209 is not chargeable against subsequently earned leave.

S2–6. UNCOMMON TOURS OF DUTY

a. **Regulation.** "*Uncommon tours of duty.* An agency having employees who work 24-hour shifts or other uncommon tours of duty may prescribe supplemental regulations consistent with subchapter I of chapter 63 of title 5, United States Code, and this part for administering leave for these employees." (Section 630.210)

b. **Agency authority.** An agency may establish a basic tour of actual duty separate and distinct from *additional* tours of standby duty. In a situation of this kind, the employees may have an "uncommon" tour of duty, including additional standby duty, within the meaning of section 631.210 above, but the employees may be credited and charged leave on the 40-hour workweek instead of for the total workweek. On this basis, premium pay would not be authorized for *periods of absence* from scheduled standby duty except when an employee is excused from regularly scheduled standby duty for personal reasons (sickness, etc.) and there was no specific need for his standby services during the period of absence (42 Comp. Gen. 426). When, however, an agency needs to establish uncommon tours of duty, section 630.210 authorizes the agency to adjust leave earnings and charges in relation to the established uncommon tours of duty. For example, if an agency has to establish the following tours to meet its needs, the crediting and charging of leave would be administratively handled as follows:

(1) *Additional annual pay.* The firefighter's tour of 72 hours on and 72 hours off results in biweekly tours of 145½ hours to 193½ hours. Over a three pay-period cycle, the employees work an average tour of 169.83 (crew A) or 169.72 (crew B) hours. Thus, the firefighters work an average of 85 hours per week. Leave is to accrue on the ratio of a 40-hour workweek to the average workweek of 85 hours. The accrual of leave on this basis contemplates that the employee concerned will be charged for all hours of absence from his scheduled tour. Employees subject to these leave provisions are paid premium pay on a percentage differential basis in lieu of all

scheduled overtime, night, and holiday pay. All of the days worked by these employees are considered regular workdays and the employees are required to work on all holidays falling within their regularly scheduled tour of duty. Accordingly, an employee absent on a holiday is considered to be absent on a regular workday for which duty may have been scheduled and leave is properly chargeable for absence on such day.

(2) *Conversion formulas and other data relating to above tours of duty.*

—Formula for conversion of leave balances: Leave balance at time of conversion $\times 85 \div 40$.

—Formula for conversion of leave ceiling:

A. Leave ceiling of 240 hours at time of conversion—$240 \times 85 \div 40$.

B. Leave ceiling in excess of 240 hours at time of conversion—Leave ceiling $\times 85 \div 40$.

—Leave earnings:

A. Category 4 (104 hours)—$104 \times 85 \div 40 = 221$ hours.

B. Category 6 (160 hours)—$160 \times 85 \div 40 = 340$ hours.

C. Category 8 (208 hours)—$208 \times 85 \div 40 = 442$ hours.

Years of service	*40-hour workweek (26 pay periods)*	*85-hour workweek*	
		1st 25 pay periods	*Last pay period*
Up to 3	4 hours	8 hours [2]	21 hours [2]
3 to 15	6 hours [1]	13 hours	15 hours
15 and over	8 hours	17 hours	17 hours

[1] Additional accrual of four hours for last full pay period in the calendar year.

[2] Sick leave will accrue for all employees subject to this schedule on same basis as annual leave for employees in this category.

(3) *Conversion formula for 72-hour workweek.* The Commission advised the Department of Defense on March 1, 1955, that it would have no objection to the Department's adoption of the following supplemental regulations for employees assigned to uncommon tours of duty who are receiving pay under section 5545(c)(1) of title 5, United States Code, in administering leave for employees having a 72-hour workweek. employees having a 72-hour workweek:

Years of service	*40-hour workweek (26 pay periods)*	*72-hour workweek*	
		1st 25 pay periods	*Last pay period*
Up to 3	4 hours	7 hours [2]	12 hours.[2]
3 to 15	6 hours [1]	11 hours	13 hours.
15 and over	8 hours	14 hours	24 hours.

[1] Additional accrual of four hours for last full pay period in the calendar year.

[2] Sick leave will accrue for all employees on a 72-hour tour of duty on same basis as annual leave for employees in this category.

Leave used would be charged based on the same proportion as earned. For example, while an employee working a 40-hour workweek would be charged 40 hours for a week's absence, an employee working a 72-hour tour would be charged 72 hours for a week's absence. When leave balances are adjusted upon conversion to a new basic workweek, the leave balance of standby employees would in all cases be converted to the proper number of hours based upon the proportion of hours in the new workweek compared to the base hours in the former workweek. Using this principle, *conversion formulas* are established as follows:

(a) Number of hours in leave balance (when change is from 40-hour workweek to 72-hour workweek standby tour) $\times 72 \div 40$.

(b) Number of hours in leave balance (when change is from 72-hour workweek standby tour to regular 40-hour workweek) $\times 40 \div 72$.

(c) Number of hours in leave balance (when change is from 60-hour workweek standby tour to 72-hour workweek standby tour) $\times 72 \div 60$.

(d) Number of hours in leave balance (when change is from 72-hour workweek standby tour to 60-hour workweek) $\times 60 \div 72$.

S2–7. TRAVEL TIME

a. Law. "(*d*) *Leave granted under this subchapter is exclusive of time actually and necessarily occupied in going to or from a post of duty and time necessarily occupied awaiting transportation, in the case of an employee—*

(1) to whom section 6304(b) of this title applies;

(2) whose post of duty is outside the United States; and

(3) who returns on leave to the United States, or to his place of residence, which is outside the area of employment, in its territories or possessions including the Commonwealth of Puerto Rico.

This subsection does not apply to more than one period of leave in a prescribed tour of duty at a post outside the United States." (Section 6303(d) of title 5, United States Code)

b. **Regulation.** "*Travel time.* The travel time granted an employee under section 6303(d) of title 5, United States Code, is inclusive of the time necessarily occupied in traveling to and from his post of duty and (a) the United States, or (b) his place of residence, which is outside the area of employment, in the Commonwealth of Puerto Rico or the possessions of the United States. The employee shall designate his place of residence in his request for leave under section 6303(d) of title 5, United States Code." (Section 630.207)

c. **Free travel time.** An employee who is eligible for leave to return to his place of residence may take leave at a location other than his place of actual residence but the other location must be "within the country, territory, or possession in which such place of actual residence is located" (38 Comp. Gen. 631, 633). The employee may designate another location as an alternative place of residence (37 Comp. Gen. 113) and receive the benefits of travel expenses, free travel time, and home leave (35 Comp. Gen. 245). If, however, the entire period of his leave is spent at places outside the country, territory, or possession in which the place of residence is located, none of his travel expenses may be paid by the Government (see 41 Comp. Gen. 146). A determination of "place of actual residence" must be made on the basis of the facts in each case (35 Comp. Gen. 245, 246).

S2–8. RURAL CARRIERS

a. **Law.** "*The authorized absence of a rural carrier on a Saturday which occurs at the beginning, within, or at the end of a period of annual or sick leave of at least 5 days' duration, or 4 days' duration if a holiday falls at the beginning, within, or at the end of the period of annual or sick leave, is without charge to leave or loss of pay. A Saturday occurring in a period of annual or sick leave taken in a smaller number of days, at the option of the carrier, may be charged to his acrued leave and when so charged he is entitled to be paid for that absence.*" (Section 6309 of title 5, United States Code)

b. **Holidays for rural carriers.** See book 610 for the holiday provisions of section 6103(b)(1)(B) of title 5, United States Code, as it applies to rural carriers.

S2–9. PROCEDURES

a. **Procedure for determining length of service for leave purposes.** (1) The personnel office may be of assistance to the office responsible for the maintenance of leave records by providing that office with a statement of each employee's length of service creditable for leave purposes. When an employee enters on duty, the application should be reviewed for this purpose.

(2) Whenever prior military or civilian service cannot be verified by records in the Official Personnel Folder and discharge papers, the employee should complete Standard Form 144, Statement of Prior Federal and Military Service, including the affidavit thereon. An employee need not complete Standard Form 144 when there is no showing of prior civilian or military service, or when prior service is verified by records in the Official Personnel Folder and discharge papers. When military service is verified by discharge papers, the personnel office should complete the certification in the veteran preference block on the application.

(3) Employees who move from one agency to another need not fill out a new Standard Form 144. Their length of service will be indicated on the Record of Leave Data Transferred (Standard Form 1150) which is received from the former agency. In addition, the Official Personnel Folder will contain the record of service or the affidavit executed in their former agency.

b. **Procedure in applying for leave.** (1) *Time and attendance report.* The majority of agencies use the individual time and attendance report (Standard Form 1130). Employees initial this form to record leaves of absence which have been asked for and taken. The agency may also use the form to record other types of absence, such as absence without leave, or to record compensatory time off in lieu of pay for overtime worked. Instructions on the use of this form are issued by the General Accounting Office, and leave records are subject to site audit by that office.

(2) *Applications for leave on Standard Form 71 when agency requires its use.* Standard Form 71 must be completed when the agency requires its use. Generally, the circumstances under which Standard Form 71 may be required are as follows:

(a) Applications for nonroutine leave, such as

(i) Annual leave which is in excess of the amount usually allowed by the agency.

(ii) Sick leave requiring a medical certificate or the name and address of doctor, dentist, etc.

(iii) Extended leave without pay.

(b) Applications for leave by employees who are not located sufficiently near the supervisor or the timekeeper to apply for leave in person.

(c) Applications for sick leave which was reported on any of the time and attendance report forms (Standard Form 1130, 1135, or 1136) but which extends into a subsequent reporting period.

(3) *Procedure.* The following instructions should be observed when application for leave is made on Standard Form 71:

(a) Prior to approval of leave, employee prepares and submits Standard Form 71.

(b) The supervisor or time clerk reviews the application for completeness and accuracy and, in doubtful cases, ascertains whether the employee's leave credit is sufficient. If a change in type of leave is necessary, the supervisor or time clerk notifies the employee and changes the application.

(c) Standard Form 71 shall, for GAO audit purposes, be retained at the level where the leave record is kept unless further administrative approval is necessary.

(4) *Exceptions from Standard Form 71.* The only leave application form that agencies may use without prior approval is Standard Form 71. Exception from the use of Standard Form 71 is authorized for offices located outside the continental limits of the United States. The prior approval of the Commission must be secured for other exceptions from the use of Standard Form 71. Requests for exceptions should be submitted to the Bureau of Manpower Information Systems, United States Civil Service Commission, Washington, D.C. 20415. The requests must state in detail the reasons why Standard Form 71 is not suitable for agency needs.

c. **Procedure for transfer of leave.** (1) *Form used.* Standard Form 1150, Record of Leave Data Transferred, must be used to transfer the leave record when an employee moves from one agency to another, or is reemployed with prior service in another agency. (Provisions for the transfer of annual and sick leave are in sections 630.501 to 630.505 and for the transfer of home leave in section 630.607 of the Commission's regulations.)

(2) *When SF 1150 is completed.* When an employee is separated (including separation for transfer) after December 31, 1962, the releasing agency will complete SF 1150 in duplicate. (Standard Form 1150 is not completed when separation is by death, or when an employee does not complete one full pay period on the agency's rolls unless he has leave to his credit on the basis of prior Federal service.) The original will be filed on the right side of the Official Personnel Folder and the copy will be retained in the releasing agency for use by the General Accounting Office. (If employment is in a position subject to the same leave system, the employing agency may remove the SF 1150 from the Official Personnel Folder and forward it to the office responsible for the leave records.)

(3) *Certification.* The person in the releasing agency responsible for the accuracy of leave records shall certify that the data recorded on the SF 1150 are correct before it leaves the releasing agency.

(4) *Delayed receipt of Standard Form 1150.* If the employee transfers and his Offi-

cial Personnel Folder containing the Standard Form 1150 is delayed in reaching the new employing agency, and he must take leave, the new employing agency is responsible for determining the amount of leave an employee has to his credit. If necessary, the leave balance will be requested by a telegram or telephone call to the releasing agency. If the leave balance cannot be obtained by this means and an employee is required to take leave without pay because of this, his period of leave without pay must be adjusted to paid leave upon receipt of the SF 1150 (unless he requests that the leave without pay remain unchanged). When the leave balance is not sufficient to cover the entire period of leave without pay, the portion that it covers will be adjusted.

d. **Procedure upon return of employee from absence due to illness or injury.** (1) Upon the return to duty of an employee who has been absent because of illness or injury, the agency may wish to consult its medical officer about the employee's present physical fitness for active duty.

(2) The Commission recommends that the procedure described below be followed when an employee who has been absent for the treatment of tuberculosis notifies his agency that his tuberculosis has been arrested and requests restoration to duty.

(a) The agency will forward to the employee a copy of CSC Form 4434 and instruct the employee to have the copy filled in by the physician who has been treating him. Upon receipt of the completed Form 4434, the appointing officer will obtain approval either from the medical officer of the agency or the Medical Division of the Commission's central office or regional office before the employee is restored to duty status.

(b) In requesting approval by the Commission, the agency should submit a statement of the employee's duties with Form 4434. The medical officers of the Commission will review the Form 4434, obtain any additional medical evidence which may be necessary, and notify the agency of the Commission's decision. Upon receipt of the Commission's approval, the agency may proceed to restore the employee to duty.

Subchapter S3. Annual Leave

S3-1. EARNING RATES

a. **Earning rates for full-time employees.** *Law.* "*(a) Any employee is entitled to annual leave with pay which accrues as follows—*

"(1) one-half day for each full biweekly pay period for an employee with less than 3 years of service;

"(2) three-fourths day for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days, for an employee with 3 but less than 15 years of service; and

"(3) one day for each full biweekly pay period for an employee with 15 or more years of service." (Section 6303(a) of title 5, United States Code)

b. **Earning rates for part-time employees.** *Regulation.* "*Part-time employees; earnings.* A part-time employee for whom there has been established in advance a regular tour of duty on one or more days during each administrative workweek, and an hourly employee in the field service of the ◆ U.S. Postal Service ◆ earn annual leave as follows:

"(a) An employee with less than three years of service earns one hour of annual leave for each 20 hours in a pay status.

"(b) An employee with three but less than 15 years of service earns one hour of annual leave for each 13 hours in a pay status.

"(c) An employee with 15 years or more of service earns one hour of annual leave for each 10 hours in a pay status." (Section 630.303)

c. **Effective date of change in rate of accrual.** (1) *Law.* "(c) *A change in the rate of accrual of annual leave by an employee under this section takes effect at the beginning of the pay period after the pay period, or corresponding period for an employee who is not paid on the basis of biweekly pay periods, in which the employee completed the prescribed period of service.*" (Section 6303(c) of title 5, United States Code)

(2) *Change from 6- to 8-hour category.* When an employee changes from the 6-hour annual leave-earning category to the 8-hour category, as prescribed by section 6303(a)(2) of title 5, United States Code, at the beginning of the last full biweekly pay period in the calendar year, his leave credit for that pay period cannot exceed eight hours. There is no provision in the law which authorizes a credit of 10 hours for that pay period. Employees in the 6-hour leave-earning category are the only ones who are credited with the 10 hours in that specific pay period (see 33 Comp. Gen. 85, 90).

S3-2. DETERMINING CREDITABLE SERVICE

a. **General.** *Law.* "*In determining years of service, an employee is entitled to credit for all service creditable under section 8332 of this title for the purpose of an annuity under subchapter III of chapter 83 of this title. However, an employee who is a retired member of a uniformed service as defined by section 3501 of this title is entitled to credit for active military service only if—*

"(A) his retirement was based on disability—

(i) resulting from injury or disease received in line of duty as a direct result of armed conflict; or

(ii) caused by an instrumentality of war and incurred in line of duty during a period of war as defined by sections 101 and 301 of title 38;

"(B) that service was performed in the armed forces during a war, or in a campaign or expedition for which a campaign badge has been authorized; or

"(C) on November 30, 1964, he was employed in a position to which this subchapter applies and thereafter he continued to be so employed without a break in service of more than 30 days.

"The determination of years of service may be made on the basis of an affidavit of the employee. Leave provided by this subchapter accrues to an employee who is not paid on the basis of biweekly pay periods on the same basis as it would accrue if the employee were paid on the basis of biweekly pay periods." (Section 6303(a) of title 5, United States Code)

b. **Special creditable service.** (1) *Certain Federal employees of Japanese ancestry.* Public Law 86-782, approved September 14, 1960, provides that the first section of Public Law 82-545, approved July 15, 1952 (entitled, An Act to Provide Benefits for Certain Federal Employees of Japanese Ancestry Who Lost Certain Rights With Respect to Grade, Time in Grade, and Rate of Compensation by Reason of Any Policy or Program of the Federal Government With Respect to Persons of Japanese Ancestry During World War II), is amended by adding at the end of such section the following: "*Each period of internment, and each period during which any such loss of opportunity for or denial of appointment or denial of reinstatement, or separation from the service, was in effect, by reason of such policy or program, shall be held and considered to be creditable service for the purposes of the Civil Service Retirement Act and the Annual and Sick Leave Act of 1951.*"

(2) *Credit under Social Security Act.* Although Federal service creditable under the Social Security Act may be prohibited from being credited toward retirement under section 8332 of title 5, United States Code, established Federal service comparable with that creditable toward retirement may be used in determining years of service toward annual leave rate earnings under section 6303(a) of title 5, United States Code (35 Comp. Gen. 1; Cf. 31 Comp. Gen. 215, 218).

(3) *Potentially creditable service.* An employee need only have service which is *potentially creditable* for retirement annuity purposes to determine his proper leave-earning category when he has the choice of electing at some future date to receive civilian retirement benefit *or* military retirement pay (unpub. B-134914, February 28, 1958; and Cf. 31 Comp. Gen. 215, question 2).

(4) *Service in public international organization.* Service in a public international organization with reemployment rights under the Federal Employees International Organization Service Act is creditable for determining the leave-earning rate for an employee. However, service which does not include reemployment rights is not creditable. (See chapter 352 of the FEDERAL PERSONNEL MANUAL for additional information on employment with public international organizations.)

c. **Creditable and noncreditable service.** For a detailed discussion and listing of the kinds of service which are creditable or not creditable, see FPM SUPPLEMENT ◆ 296-33, subchapter S6, and FPM SUPPLEMENT 831-1. ◆

S3-3. QUALIFYING PERIOD

a. **Law.** "*(b) Notwithstanding subection (a) of this section, an employee is entitled to annual leave under this subchapter only after being currently employed for a continuous period of 90 days under one or more appointments without a break in service. After completing the 90-day period, the employee is entitled to be credited with the leave that would have accrued to him under subsection (a) of this section ex-*

cept for this subsection." (Section 6303(b) of title 5, United States Code)

b. **Regulation.** (1) "*Ninety-day qualifying period.* (a) An employee begins the 90-day qualifying period required by section 6303(b) of title 5, United States Code, when:

"(1) He initially enters a position subject to subchapter I of chapter 63 of title 5, United States Code;

"(2) He moves from a position not under a leave system to one subject to that subchapter;

"(3) He returns from service with the Armed Forces without the exercise of a restoration right; or

"(4) He has a break in service of 1 workday or more.

"(b) An employee does not begin another 90-day qualifying period solely because:

"(1) Nonworkdays, including leave without pay, occur during the 90-day period;

"(2) The hours of duty in his tour change; or

"(3) He transfers from a different leave system.

"(c) When an employee completes the 90-day qualifying period, he is entitled to credit for the annual leave earned during that period.

"(d) Annual leave credited on completion of a 90-day qualifying period may not be substituted for leave without pay granted during that period." (Section 630.301)

(2) *Basis for regulation.* Section 630.301 is based on the principles established by 31 Comp. Gen. 215; *id.* 581; 32 *id.* 10; 33 *id.* 241; 35 *id.* 638.

(3) *Return after military service.* An employee who has a statutory or regulatory right to restoration to his civilian position after military service is entitled to be treated in a manner as "if he had continued in such [civilian] employment . . . until the time of his restoration" and this period of duty is creditable for purposes of the 90-day qualifying period for annual leave (38 Comp. Gen. 237).

(4) *Leave carried forward into the period.* The 90-day qualifying period applies only to annual leave earned during that period; therefore, any annual leave recredited because of a refund from a lump-sum payment, or any sick leave in the employee's leave account, may be used during this period (32 Comp. Gen. 387).

(5) *Intermittent service.* Periods of service for employment on an intermittent basis are not creditable for purposes of the 90-day qualifying period for annual leave, and an employee so serving is required to serve a new qualifying period when he is reappointed to a position subject to chapter 63 of title 5, United States Code (39 Comp Gen. 308).

S3–4. GRANTING ANNUAL LEAVE

a. **Purposes.** Annual leave is provided and used for two general purposes which are:

(1) To allow every employee an annual vacation period of extended leave for rest and recreation, and

(2) To provide periods of time off for personal and emergency purposes.

These absences may involve such matters as a death in the employee's family, religious observances, attendance at conferences or conventions, securing a driver's permit, or other personal business which can be disposed of only during the time in which the employee would ordinarily be working. Absences because of excess travel time resulting from the use of privately owned motor vehicles for personal reasons on official trips is generally chargeable to annual leave. (These situations are not all-inclusive, but are examples only, of the purposes or the kinds of absences for which annual leave is approved.)

b. **Agency authority.** (1) *Legal Basis.* (a) *Law.* "(*d*) *The annual leave provided by this subchapter, including annual leave that will accrue to an employee during the year, may be granted at any time during the year as the head of the agency concerned may prescribe.*" (Section 6302(d) of title 5, United States Code.)

(b) *Taking of leave.* The taking of annual leave is an absolute right of the employee, *subject to* the right of the head of the department or establishment concerned to fix the time at which leave may be taken (39 Comp. Gen. 611, citing 16 Comp. Gen. 481).

(2) *Annual leave before separation.* When, at the time of separation, the employee has un-

used annual leave to his credit for which he cannot be paid in a lump sum, his agency, in its discretion, may grant him the excess annual leave in kind prior to his separation (33 Comp. Gen. 85).

(3) *Annual leave in lieu of sick leave.* Generally, an approved absence which would otherwise be chargeable to sick leave may be charged to annual leave if requested by the employee and approved by the agency (decision of Comp. Gen. unpublished, B–142571 of April 20, 1960; see also 37 Comp. Gen 439). However, annual leave may not be substituted for sick leave on a retroactive basis solely for the purpose of avoiding a forfeiture of annual leave at the end of the leave year (31 Comp. Gen. 524). The retroactive substitution of annual leave for regular sick leave is not authorized in the absence of a law or a regulaton having the force and effect of a law which would permit a change in a statutory right, such as sick leave, once it has become vested (38 Comp. Gen. 354). An exception to the above exists for the liquidation of advanced sick leave (see S2–5(b) in subchapter S2 of this book).

(4) *Advancing annual leave.* Annual leave which will be earned during the leave year may be credited to an employee's leave account at the beginning of the leave year. When it is so credited, it is available for use during the year (31 Comp. Gen. 215; 31 *id.* 581). However, annual leave may not be advanced during the 90-day qualifying period.

S3–5. MAXIMUM ACCUMULATION

a. **Thirty-day maximum.** (1) *Law.* "(*a*) *Except as provided by subsection* (*b*) *of this section, annual leave provided by section 6303 of this title, which is not used by an employee, accumulates for use in succeeding years until it totals not more than 30 days at the beginning of the first full biweekly pay period, or corresponding period for an employee who is not paid on the basis of biweekly pay periods, occuring in a year.*" (Section 6304(a) of title 5, United States Code.)

(2) *Determinations on basis of leave year.* The beginning of the first complete pay period in the calendar year is the point at which an employee's annual leave balance is fixed, and when a determination is to be made that excess accrued annual leave may have to be forfeited (see 31 Comp. Gen. 581; and 32 *id.* 111). An administrative error placing the employee in the wrong leave-earning category requires an automatic adjustment in the employee's leave account for each leave year; there is no legal basis on which the employee can retain his accumulated balance and charge the excess leave used in prior years against his current or next year's balance, even though a forfeiture of annual leave has occurred (37 Comp. Gen. 213; 36 *id.* 596). The accumulation limitation applies also for employees returning from military service whose leave accounts must be reconstructed because they elected to have their annual leave remain to their credit (40 Comp. Gen. 410).

b. **Forty-five-day maximum.** (1) *Law.* "(*b*) *Annual leave not used by an employee of the Government of the United States in one of the following classes of employees stationed outside the United States accumulates for use in succeeding years until it totals not more than 45 days at the beginning of the first full biweekly pay period, or corresponding period for an employee who is not paid on the basis of biweekly pay periods, occurring in a year:*

"(*1*) *Individuals directly recruited or transferred by the Government of the United States from the United States or its territories or possessions including the Commonwealth of Puerto Rico for employment outside the area of recruitment or from which transferred.*

"(*2*) *Individuals employed locally but—*

"(*A*) (*i*) *who were originally recruited from the United States or its territories or possessions including the Commonwealth of Puerto Rico but outside the area of employment;*

"(*ii*) *who have been in substantially continuous employment by other agencies of the United States, United States firms, interests, or organizations, international organizations in* *which the United States participates, or foreign governments; and*

"*(iii) whose conditions of employment provide for their return transportation to the United States or its territories or possessions including the Commonwealth of Puerto Rico; or*

"*(B) (i) who were at the time of employment temporarily absent, for the purpose of travel or formal study, from the United States, or from their respective places of residence in its territories or possessions including the Commonwealth of Puerto Rico; and*

"*(ii) who, during the temporary absence, have maintained residence in the United States or its territories or possessions including the Commonwealth of Puerto Rico but outside the area of employment.*

"*(3) Individuals who are not normally residents of the area concerned and who are discharged from service in the armed forces to accept employment with an agency of the Government of the United States.*" Section 6304(b) of title 5, United States Code)

(2) *Regulation.* "*Maximum annual leave accumulation—forty-five day limitation.* (a) The effective date on which an employee (otherwise eligible thereunder) becomes subject to section 6304(b) of title 5, United States Code, is the:

"(1) Date of his entry on duty when he is employed locally;

"(2) Date of his arrival at a post of regular assignment for duty; or

"(3) Date on which he begins to perform duty in an area outside the United States and the area of recruitment or from which transferred, when the employee is required to perform duty en route to his post of regular assignment for duty.

"(b) Subject to section 6304(c) of title 5, United States Code, the maximum amount of annual leave that may be carried forward into the next leave year by an employee who is transferred or reassigned to a position in which he is no longer subject to section 6304(b) of that title is determined as follows:

"(1) When, on the date prescribed by paragraph (c) of this section, the amount of an employee's accumulated and accrued annual leave is 30 days or less, he may carry forward the amount prescribed by section 6304(a) of title 5, United States Code;

"(2) When, on the date prescribed by paragraph (c) of this section, the amount of an employee's accumulated and accrued annual leave is more than 30 days but not more than 45 days, he may carry forward the full amount thereof that is unused at the end of the current leave year;

"(3) When, on the date prescribed by paragraph (c) of this section, the amount of an employee's accumulated and accrued annual leave is more than 45 days, he may carry forward the amount of unused annual leave to his credit at the end of the current leave year that does not exceed:

(i) 45 days, if he is not entitled to a greater accumulation under section 6304(c) of title 5, United States Code; or

(ii) The amount he is entitled to accumulate under section 6304(c) of that title, if that amount is greater than 45 days.

"(c) For the purposes of paragraph (b) of this section, an agency shall determine the amount of an employee's accumulated and accrued annual leave at the end of the pay period which includes:

"(1) The date on which the employee departs from his post of regular assignment for transfer or reassignment, except that when the employee is required to perform duty en route in an area in which he would be subject to section 6304(b) of title 5, United States Code, if assigned there, it is the date on which he ceases to perform the duty; or

"(2) The date on which final administrative approval is given to effect a change in the employee's duty station when he is on detail or leave in the United States, or in an area (the Commonwealth of Puerto Rico or a territory or a possession of the United States) from which he was recruited or transferred." (Section 630.302)

(3) *Determining leave balances.* The following examples show how section 630.302 will apply in three factual situations (in these examples the employee with a 30-day ceiling is assumed to have 30 days accumulated to his credit):

(a) An employee with a 30-day annual leave ceiling leaves in January for his overseas post of assignment and is transferred back to the United States in December of the same leave year:

—His new leave ceiling would be 30 days plus leave accrued to the effective date of his transfer back to the United States but not to exceed a total of 45 days.

(b) An employee with a 30-day annual leave ceiling leaves in December for his overseas post of assignment with 12 days' current accrued leave at the time of the transfer:

—His new leave ceiling would be 30 days plus the 12 days plus any additional leave accrued during the balance of that leave year. This assumes that he used no annual leave for the remainder of the leave year in which transferred. If he used any annual leave, his new leave ceiling would be 30 days plus whatever had not been used.

(c) An employee leaves in December of one leave year and returns to the United States in October of the next leave year. On the date of his transfer home, his accrued leave totals 22 days and his accumulated ceiling is 30 days:

—This employee's leave ceiling is 45 days of accumulated leave with 7 days' accrued leave to his credit to be used before the end of that leave year.

(4) *Lump sum—forty-five-days limitation.* When an employee subject to section 6304(b) of title 5, United States Code, is separated (except by death) or resigns, his lump-sum payment may not exceed the amount of accumulated annual leave brought forward into the leave year in which he is separated or resigns, or 30 days, whichever is greater. As an example, such an employee brings forward into the leave year an accumulated annual leave balance of 35 days. During the leave year he has accrued an additional 10 days. He can be paid a lump-sum payment only for the 35 days of annual leave. (See book 550 in this supplement for the lump-sum leave provisions.)

c. **Accumulations—part-time employees.** (1) *Regulation. "Accumulation limitation for part-time employees.* A part-time employee may accumulate not more than 240 or 360 hours' annual leave on the same basis that a full-time employee may accumulate not more than 30 or 45 days' annual leave." (Section 630.304)

d. **Saving provision.** (1) *Law.* "*(c) Annual leave in excess of the amount allowable—*

"*(1) under subsection (a) or (b) of this section which was accumulated under earlier statute; or*

"*(2) under subsection (a) of this section which was accumulated under subsection (b) of this section by an employee who becomes subject to subsection (a) of this section;*

"*remains to the credit of the employee until used. The excess annual leave is reduced at the beginning of the first full biweekly pay period, or corresponding period for an employee who is not paid on the basis of biweekly pay periods, occurring in a year, by the amount of annual leave the employee used during the preceding year in excess of the amount which accrued during that year, until the employee's accumulated leave does not exceed the amount allowed under subsection (a) or (b) of this section, as appropriate.*" (Section 6304(c) of title 5, United States Code)

(2) *Maximum limitation—annual leave.* An employee's maximum permissible accumulation limit of annual leave is controlled by section 6304 of title 5, United States Code. Therefore, an employee's carry-over of annual leave from one leave year to the next must be determined under that section. When an employee is separated and paid a lump sum, part of this annual leave is generally "used"; and it is only by reason of the lump-sum leave payment provisions of law that the annual leave representing the unexpired period covered by the lump-sum payment is revived and recredited.

(3) *Ceiling determinations on reemployment.* When, upon reemployment, an employee has to refund for a period of annual leave covered by a lump-sum payment and the employee was, at the time of separation, entitled to carry forward a maximum accumulation in excess of 30 days, the determination of his ceiling after reemployment is made as follows: Add the amount of annual leave represented by the expired portion of the leave period covered by the lump-sum payment to the amount of current accrued annual leave used during the leave year. If the total of these two amounts is greater than the amount of annual leave earned during the year, the excess should be subtracted from the leave ceiling brought forward into the leave year. The figure which results is the maximum permissible accumulation (if 30 days or more) which can be carried forward into the next leave year (38 Comp. Gen. 91).

Subchapter S4. Sick Leave

S4-1. EARNING RATES

a. **Earning rates for full-time employees.** (1) *Leave act.* "*Officers and employees to whom this titles applies shall be entitled to sick leave with pay, which shall accrue on the basis of one-half day for each full biweekly pay period, except that sick leave with pay shall accrue to each officer and member of the Firefighting Division of the Fire Department of the District of Columbia on the basis of two-fifths of a day of each full biweekly pay period.*" (Section 204(a).)

(2) *Crediting for use.* Sick leave may be credited at the beginning of each pay period *for use* during that pay period; however, if an employee separates before he has completed a full biweekly pay period, he must refund for any unearned sick leave, unless a refund is not required because the provisions of section 630.209 of the regulations are applicable. (See 39 Comp. Gen. 151.)

b. **Earning rate for part-time employees.** (1) *Regulations.* "*Part-time employees; earnings.* A part-time employee earns one hour of sick leave for each 20 hours in a pay status." (Section 630.406)

(2) *Limitation on accrual.* Credit may not exceed four hours of sick leave for 80 hours in a pay status during any full biweekly pay period. See also section S2-3a(3) above.

S4-2. GRANTING SICK LEAVE

a. **Purpose.** (1) *Regulation.* "*Grant of sick leave.* An agency shall grant sick leave to an employee when the employee:

"(a) Receives medical, dental, or optical examination or treatment;

"(b) Is incapacitated for the performance of duties by sickness, injury, or pregnancy and confinement;

"(c) Is required to give care and attendance to a member of his immediate family who is afflicted with a contagious disease; or

"(d) Would jeopardize the health of others by his presence at his post of duty because of exposure to a contagious disease." (Section 630.401)

b. **Agency authority.** (1) *Administrative authority.* The granting of sick leave in accordance with the controlling regulations is an administrative responsibility. The nature of the evidence required to determine whether an employee was incapacitated must of necessity be left to administrative determination, bearing in mind the possibility of abuse (23 Comp. Gen. 186).

(2) *Restoration to grant sick leave.* An employee may not be restored to a pay status for any period subsequent to the date of separation for the purpose of granting sick leave in the absence of an administrative error or oversight in the processing of a separation action (33 Comp. Gen. 422; citing 24 *id.* 27; 27 *id.* 686; 32 *id.* 823; and unpub. Comp. Gen. Dec. B-138564, March 3, 1959). Compare unpub. Comp. Gen. Decs. B-142281, May 26, 1960; and B-145957, October 25, 1961, to the effect that the separation date may be changed to correct a *bona fide* error so as to grant sick leave to an employee retiring on disability (unpub. Comp. Gen. Dec. B-144922, March 14, 1961).

(3) *Leave substitution.* (a) *Regulation.* "*Sickness during annual leave.* When sickness occurs within a period of annual leave, an agency may grant sick leave for the period of sickness." (Section 630.405)

b) *Regular* sick leave which has been applied for and granted becomes a vested statutory right and annual leave may not be substituted therefor. To hold otherwise, would encourage numerous revisions of basic leave records and would permit employees who had voluntarily exercised a valuable statutory right to subsequently have the kind or type of leave changed (38 Comp. Gen. 354).

(c) A different rule applies to *advanced* sick leave. Annual leave may be substituted retroactively for sick leave thus advanced so as to liquidate an indebtedness to the United States Government, unless the substitution of annual leave for sick leave was to prevent a forfeiture of annual leave (37 Comp. Gen. 439). A substitution for the purpose of avoiding forfeiture of annual leave is not authorized by the act (38 Comp. Gen. 354).

(4) *Lost leave records.* The employing department is responsible for keeping an employee's leave records subject to the terms and conditions of the controlling leave statutes and regulations; and therefore, if leave records are lost, an employee's sworn statement or affidavit is acceptable in reestablishing his service or leave records and, if possible, his affidavit should be corroborated by statements from fellow employees or immediate supervisors who might have knowledge of the employee's leave status (22 Comp. Gen. 348).

c. **Employee responsibility.** (1) *Regulation. "Application for sick leave.* An employee shall file a written application for sick leave within such time limits as the agency may prescribe. An employee shall request advance approval for sick leave for medical, dental, or optical examination." (Section 630.402)

(2) *Regulation. "Supporting evidence.* An agency may grant sick leave only when supported by evidence administratively acceptable. Regardless of the duration of the absence, an agency may consider an employee's certification as to the reason for his absence as evidence administratively acceptable. However, for an absence in excess of three workdays, or for a lesser period when determined necessary by an agency, the agency may also require a medical certificate, or other administratively acceptable evidence as to the reason for the absence." (Section 630.403)

(3) *Reasonable basis—request for additional evidence.* The officials having authority to approve sick leave may require additional evidence to support the requests for leave but the evidence so required must be based on sound judgment and reasonableness in the agency's exercise of its administrative authority. For example, when an agency's general policy does not require a medical certificate, advance notice should be given to an employee from whom it is decided such certificates will be required, so that if illness occurs he will be on notice that he must immediately obtain the services of a physician or other practitioner.

➔d. **Restrictions on outside employment during periods of sick leave.** (1) If an employee is unable to perform the duties of his job because of illness or injury, he is generally too ill or injured to work elsewhere. There are, however, rare situations (generally involving extended periods of illness or confinement) where there may be acceptable justification for outside employment. One example is an employee confined at home because of pregnancy, or recuperation from illness or injury, who engages in telephone solicitation work or writing.

(2) An agency should require its employees to notify it whenever they engage in outside employment (for themselves or others) on one or more days for which sick leave has been requested. As circumstances may warrant, an agency may instead require its employees to secure *prior approval* before engaging in any outside employment during a period of sick leave.🡐

S4–3. ADVANCING SICK LEAVE

a. **Maximum advance.** (1) *Leave act. "Not to exceed 30 days sick leave may be advanced in cases of serious disability or ailments and when required by the exigencies of the situation except that not to exceed 24 days of sick leave may be advanced to each officer and member of the Firefighting Division of the Fire Department of the District of Columbia."* (Section 204(c))

b. **Agency authority.** (1) *Regulation.* "*Limitation on advance sick leave.* When an employee is serving under a limited appointment or one which will be terminated on a specified date, an agency may advance sick leave to him up to the total sick leave which he would otherwise earn during the term of his appointment. For the purposes of this section, an employee serving a probationary or trial period is not serving under a limited appointment." (Section 630.404)

S4-4. MAXIMUM ACCUMULATION

Leave act. "*The sick leave provided for in this section, which is not used by an officer or employee during the year in which it accrues, shall accumulate and be available for use in succeeding years.*" (Section 204(b))

Subchapter S5. Transfer and Recredit of Annual and Sick Leave

S5–1. ANNUAL LEAVE

a. **Transfer.** (1) *Between positions under leave law.* (a) *Regulation.* "*Annual leave recredit.* (a) When an employee transfers between positions under subchapter I of chapter 63 of title 5, United States Code, the agency from which he transfers shall certify his annual leave account to the employing agency for credit or charge." (Section 630.501)

(b) *Continuous service.* An employee is considered to be reemployed without a break in service when he remains in the Federal service even though one of the positions held may have been under a different leave system.

(2) *Between different leave systems.* (a) *Leave law.* "*The annual and sick leave to the credit of an employee who transfers between positions under different leave systems without a break in service shall be transferred to his credit in the employing agency on an adjusted basis under regulations prescribed by the Civil Service Commission, unless the individual is excepted from this subchapter by section 6301 (2)(ii), (iii), (vi), or (vii) of this title. However, when a former member receiving a retirement annuity under sections 521–535 of title 4, District of Columbia Code, is reemployed in a position to which this subchapter applies, his sick leave balance may not be recredited to his account on the later reemployment.*" (Section 6308 of title 5, United States Code)

(b) *Regulation.* "(b) When annual leave is transferred between different leave systems under section 6308 of title 5, United States Code, or is recredited under a different leave system as the result of a refund under section 6306 of that title, seven calendar days of annual leave are deemed equal to five workdays of annual leave." (Section 630.501)

(c) *Responsibility of agency.* The employing agency has the primary responsibility for determining whether an employee is entitled to be credited with leave purportedly standing to his credit when his transfer or reemployment involves different leave systems and a recredit is otherwise appropriate.

b. **Recredit—lump-sum leave payment law.** Section 5551 of title 5, United States Code, provides for a lump-sum payment for annual leave upon separation of an employee from the Federal service and for the proportionate refund and recredit of leave if he is reemployed within the period represented by the payment.

However, when an employee is reemployed in a position under a different leave system prior to the expiration of the period for which lump-sum leave payment has been made and his unexpired period of leave covers a larger amount of leave than can be transferred to the different leave system, he is only required to make a refund covering the amount of recreditable annual leave (33 Comp. Gen. 209). Also, no refund is required when an employee is reemployed in a position which would have entitled him to a lump-sum payment if he had moved into the position without a break in service (see section S2–2, book 550, of this supplement).

S5–2. SICK LEAVE

a. **Transfer.** (1) *Between positions under the leave law. Regulation.* "*Sick leave recredit.* (a) When an employee transfers between positions under subchapter I of chapter 63 of title 5, United States Code, the agency from which he transfers shall certify his sick leave account to the employing agency for credit or charge.

"(b) (1) Except as provided in subparagraph (2) of this paragraph, an employee who is separated from the Federal Government or the government of the District of Columbia is entitled to a recredit of his sick leave if he is reemployed in the Federal Government or the government of the District of Columbia, without a break in service of more than three years.

"(2) An employee who is employed by the Appalachian Regional Commission established under section 101 of title 40, app. A, United States Code, or one of the regional commissions established under section 3182 of title 42, United States Code, within four calendar days after separation from the Federal Government or the government of the District of Columbia is entitled to a recredit of his sick leave if he is reemployed by the Federal Government or the government of the District of Columbia within six months after separation from a continuous period of employment with one or more of the regional commissions established under section 101 of title 40, app. A, United States Code, or section 3182 of title 42, United States Code, that exceeds two years and six months without a break in service of more than three calendar days." (Section 630.502)

(2) *Between different leave systems.* (a) *Statutory provision.* Section 6308 of title 5, United States Code (see S5–1a(2)), provides for the transfer of sick leave between different leave systems in accordance with regulations issued by the Commission.

(b) *Regulation.* "(c) When sick leave is transferred between different leave systems under section 6308 of title 5, United States Code, seven calendar days of sick leave are deemed equal to five workdays of sick leave." (Section 630.502)

(c) *Leave—D.C. teachers.* The District of Columbia teachers leave act is essentially a sick leave act; and, therefore, under the leave transfer provisions of section 205(e) of the Annual and Sick Leave Act of 1951, as amended by section 4(b) of the Act of July 2, 1953 (now section 6308 of title 5, United States Code), a Federal employee who, without a break in service, transfers to a position under the District of Columbia teachers leave act may transfer sick leave upon an adjusted basis in accordance with regulations prescribed by the Civil Service Commission, but no annual leave may be transferred (33 Comp. Gen. 209).

(3) *Partial transfer. Regulation.* "(d) An employee who transfers to a position under a different leave system to which he can transfer only a part of his sick leave is entitled to a recredit of the untransferred sick leave if he returns to the leave system under which it was earned, without a break in service of more than three years." (Section 630.502)

(4) *To position not under sick leave system.*

(a) *Regulation.* "(e) An employee who transfers to a position to which he cannot transfer his sick leave is entitled to a recredit of the untransferred sick leave if he returns to the leave system under which it was earned, without a break in service of more than three years." (Section 630.502)

(b) *Example.* An employee who transfers, for instance, to an agency such as the Panama Canal Company on the Isthmus of Panama, which operates under a leave system considered to be one of annual leave only, cannot transfer his sick leave. Similarly, in the event of retransfer back to his former agency from service on the Isthmus of Panama, the employee will have no sick leave for transfer based on this later service, even though leave earned was for use for both vacation and sick leave purposes. He will, however, have for recredit the sick leave balance which was not transferable initially.

b. **Recredit.** (1) *Within three years.* Sick leave may be recredited to an employee's account if there is no break in service in excess of three years, as provided in the regulations which are quoted in S5–2a above. This applies to reemployments which occur on or after January 9, 1962, which was the effective date of the extension in the length of the permissible break in service from 52 calendar weeks to three years.

(2) *Evidence.* If official records are not available as to the amount of leave to be recredited, an estimate of the employee's leave account is acceptable when accompanied by official statements clearly reflecting the factors which form the basis for the estimate (unpub. Comp. Gen. Dec., B–145621, June 14, 1961, citing 32 Comp. Gen. 310 and 22 *id.* 348).

S5–3. LEAVE FROM FORMER LEAVE SYSTEMS

Regulation. "*Leave from former leave systems.* An employee who earned leave under the leave acts of 1936 or any other leave system merged under subchapter I of chapter 63 of title 5, United States Code, is entitled to a recredit of that leave under that subchapter if he would have been entitled to recredit for it on reentering the leave

system under which it was earned. However, this section does not revive leave already forfeited." (Section 630.503)

S5–4. REESTABLISHMENT OF LEAVE ACCOUNT AFTER MILITARY SERVICE

Regulation. "*Reestablishment of leave account after military service.* When an employee leaves his civilian position to enter the military service, the agency shall certify his leave account for credit or charge. When the employee is:

"(a) Restored in accordance with a right of restoration after separation from active military duty or hospitalization continuing thereafter as provided by law, or in accordance with the mandatory provisions of a statute, Executive order, or regulation; or

"(b) Reemployed in a position under the act not more than three years after his separation from active military duty;

"the agency in which he is restored or reemployed shall reestablish the certified leave account as a credit or charge." (Section 630.504)

S5–5. EFFECT OF RESTORATION AFTER APPEAL

Regulation. "*Restoration after appeal.* When an employee is restored to an agency as a result of an appeal, the agency shall reestablish his leave account as a credit or charge as it was at the time of separation." (Section 630.505)

S5–6. SPECIAL RECREDIT PROVISIONS FOR TEACHERS OVERSEAS

a. Change in leave status. Overseas teachers and teaching positions in the Department of Defense were removed from coverage under the Annual and Sick Leave Act of 1951, as amended by section 10(a) of the Defense Department Overseas Teachers Pay and Personnel Practices Act of July 17, 1959 (Public Law 86–91; 73 Stat. 216), and a system of sick and emergency leave was established for them in accordance with section 6 of the same act. The effective date of this change in the leave status of these positions is the first day of the first pay period beginning on or after January 1, 1960.

b. Definition of terms. The terms "overseas," "teachers," and "teaching positions" are defined in section 2 of Public Law 86–91 as follows:

(1) *Teaching position* means those duties and responsibilities which—

- (a) Are performed on a school-year basis principally in a school operated by the Department of Defense in an overseas area for dependents of members of the Armed Forces and dependents of civilian employees of the Department of Defense, and
- (b) Involve—
  - (i) Classroom or other instruction or the supervision or direction of classroom or other instruction; or
  - (ii) Any activity (other than teaching) which requires academic credits in education theory and practice required for a bachelor's degree in education from an accredited institution of higher education; or
  - (iii) Any activity in or related to the field of education notwithstanding that academic credits in educational theory and practice are not a formal requirement for the conduct of such activity.

(2) *Teacher* means an individual—

- (a) Who is a citizen of the United States,
- (b) Who is a civilian, and
- (c) Whose services are required on a school-year basis in a teaching position.

(3) *Overseas area* means any area situated outside the United States.

(4) *United States*, when used in a geographical sense, means the several States of the United States of America, the District of Columbia, Hawaii, the Commonwealth of Puerto Rico, the Canal Zone, and the possessions of the United States (excluding the Trust Territory of the Pacific Islands and Midway).

(The Department of Defense has primary responsibility for administering the provisions of this act and issuing necessary regulatory and instructional material thereunder.)

c. **Disposition of unused leave of incumbents on date of change in leave status.** Public Law 86–91 provides that the annual and sick leave to the credit of an employee when his position is brought under this act shall be credited to him under the new system for use in accordance with the regulations prescribed by the Secretary of the military department concerned.

d. **Transfer of leave to the new system.** Likewise, an employee of the Federal Government or of the municipal government of the District of Columbia who moves into a teaching position without a break in service from a position under a different leave system (including the system under the Annual and Sick Leave Act of 1951) shall be credited with his unused annual and sick leave for use according to regulations prescribed by the Secretary of the military department concerned.

e. **Transfer of leave from new system.** When an employee moves without a break in service from a teaching position into a position under a different leave system, the annual leave to his credit shall be transferred to his account in his new position in accordance with section 630.501 of the regulations prescribed by the Commission under section 205(e) of the 1951 leave act. In such a case, any leave credited or earned under section 6 of Public Law 86–91 which is to his credit shall be transferred to his sick leave account in accordance with section 630.502 of the leave regulations.

Subchapter S6. Home Leave

S6–1. LEGAL AUTHORITY

a. **Law.** "*After 24 months of continuous service outside the United States, an employee may be granted leave of absence, under regulations of the President, at a rate not to exceed 1 week for each 4 months of that service without regard to other leave provided by this subchapter. Leave so granted—*

"(1) *is for use in the United States, or if the employee's place of residence is outside the area of employment, in its territories or possessions including the Commonwealth of Puerto Rico;*

"(2) *accumulates for future use without regard to the limitation in section 6304(b) of this title; and*

"(3) *may not be made the basis for terminal leave or for a lump-sum payment.*" (Section 6305(a) of title 5, United States Code)

b. **Exclusion.** With the admission of Alaska and Hawaii as States of the United States, employees stationed therein automatically were excluded from coverage under provisions of this home leave law.

c. **Executive order.** "*Section 1. The United States Civil Service Commission is hereby designated and empowered to exercise, without the approval, ratification, or other action of the President, the following:*

* * * * *

"(2) *The authority vested in the President by Section 203(f) of the Annual and Sick Leave Act of 1951, 65 Stat. 680 (5 U.S.C. 2062(f), to prescribe regulations governing the granting of leave of absence as described in that Section.*" (Executive Order 11228)

S6–2. DEFINITIONS

Regulation. "*Definitions.* In this subpart:

"(a) *Home leave* means leave authorized by section 203(f) of the act and earned by service abroad for use in the United States, in the Commonwealth of Puerto Rico, or in the territories or possessions of the United States.

"(b) *Month* means a period which runs from a given day in one month through the day preceding the numerically corresponding day in the next month.

"(c) *Service abroad* means service on and after September 6, 1960, by an employee at a post of duty outside the United States and outside the employee's place of residence if his place of residence is in the Commonwealth of Puerto Rico or a territory or possession of the United States." (Section 630.601)

S6–3. COVERAGE

Regulation. "*Coverage.* An employee who meets the requirements of section 6304(b) of title 5, United States Code, for the accumulation of a maximum of 45 days of annual leave earns and may be granted home leave in accordance with section 6305(a) of that title and this subpart." (Section 630.602)

S6–4. SERVICE ABROAD

Regulation. "*Computation of service abroad.* For the purpose of this subpart, service abroad:

"(a) Begins on the date of the employee's arrival at a post of duty outside the United States, or on the date of his entrance on duty when recruited abroad;

"(b) Ends on the date of the employee's departure from the post for separation or for assignment in the United States, or on the date of his separation from duty when separated abroad; and

"(c) Includes (1) absence in a nonpay status up to a maximum of two workweeks within each 12 months of service abroad, (2) authorized leave with pay, (3) time spent in the Armed Forces of the United States which interrupts service abroad (but only for eligibility, not leave-earning, purposes), and (4) a period of detail.

"In computing service abroad, full credit is given for the day of arrival and the day of departure." (Section 630.603)

S6-5. EARNING RATES

a. Regulation. (1) "*Earning rates.* (a) For each 12 months of service abroad, an employee earns home leave at the following rate:

"(1) An employee who accepts an appointment to, or occupies, a position for which the agency has prescribed the requirement that the incumbent accept assignments anywhere in the world as the needs of the agency dictate—15 days.

"(2) An employee who is serving with a U.S. mission to a public international organization—15 days.

"(3) An employee who is serving at a post for which payment of a foreign or nonforeign (but not a tropical) differential [1] of 20 percent or more is authorized by law or regulation—15 days.

"(4) An employee not included in subparagraph (1), (2), or (3) of this paragraph who is serving at a post for which payment of a foreign or territorial (but not a tropical) differential of at least 10 percent but less than 20 percent is authorized by law or regulation—10 days.

"(5) An employee not included in subparagraph (1), (2), (3), or (4) of this paragraph—5 days." (Section 630.604)

"(6) An employee included under (1) through (5) above whose civilian service abroad is interrupted by a tour of duty in the Armed Forces of the United States, for the duration of such tour—0 (zero) days".

(2) *Assignment standard.* An employee meets the home leave-earning standard of section 630.604(a)(1) despite the fact that his agency may, because of the needs of the agency or the employee's special qualifications or skills, confine his assignments to one or a few overseas areas. This particular subsection, however, applies primarily to positions in which an employee's whole career is subject to reassignment from one location to another, with much of his time to be spent in overseas areas. The mere agreement by an employee to accept assignments anywhere in the world is in itself not sufficient. The agency should be able to show such a career pattern for employees that clearly evidences a meeting of the intent of this subsection of the regulation.

b. Regulation. "(b) An agency shall credit home leave to an employee's leave account, as earned, in multiples of one day." (Section 630.604)

S6-6. COMPUTATION

a. Service credit by month. *Regulation.* "*Computation of home leave.* (a) For each month of service abroad, an employee earns home leave under the rates fixed by section 630.604(a) in the amounts set forth in the following table:

"Home Leave-Earning Table"

Months of service abroad	Earning rate (days for each 12 months)		
	15	10	5
	Days earned		
1	1	0	0
2	2	1	0
3	3	2	1
4	5	3	1
5	6	4	2
6	7	5	2
7	8	5	2
8	10	6	3
9	11	7	3
10	12	8	4
11	13	9	4
12	15	10	5

(Section 630.605)

(For table showing computation of home leave, at any month, see appendix B.)

b. Earning rate changes. *Regulation.* "(b) When an employee moves between different home leave-earning rates during a month of service abroad, or when a change in the differential during a month of service abroad results in a different home leave-earning rate, the agency shall credit the employee with the amount of home leave for the month at the rate to which he was entitled before the change in his home leave-earning rate." (Section 630.605)

---

[1] The "tropical differential" is authorized by section 146 of title 2, Canal Zone Code (76A Stat. 17), for employees in the Canal Zone only.

c. **Maximum accumulation.** Leave accumulates for future use without specific limitation. (See S6-1)

S6-7. GRANTING HOME LEAVE

a. **Requirement.** (1) *Regulation.* "*Grant of home leave.* (a) *Entitlement.* Except as otherwise authorized by statute, an employee is entitled to home leave only when he has completed a basic service period of 24 months of continuous service abroad. This basic service period is terminated by (1) a break in service of one or more workdays, or (2) an assignment (other than a detail) to a position in which an employee is no longer subject to section 6305(a) of title 5, United States Code.

"(b) *Agency authority.* A grant of home leave is at the discretion of an agency. An agency may grant home leave in combination with other leaves of absence in accordance with established agency policy.

"(c) *Limitations.* An agency may grant home leave only:

"(1) For use in the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States; and

"(2) During an employee's period of service abroad, or within a reasonable period after his return from service abroad when it is contemplated that he will return to service abroad immediately or on completion of an assignment in the United States.

"Home leave not granted during a period named in subparagraph (2) of this paragraph may be granted only when the employee has completed a further substantial period of service abroad. This further substantial period of service abroad may not be less than the tour of duty prescribed for the employee's post of assignment, except when the agency determines that an earlier grant of home leave is warranted in an individual case." (Section 630.606)

(2) *Return to overseas assignment.* Home leave is to be provided only when employees are expected to return to overseas assignments (unpub. Comp. Gen. dec., B-147031, September 11, 1961, and February 5, 1962).

b. **Charging.** *Regulation.* "(d) *Charging of home leave.* The minimum charge for home leave is one day and additional charges are in multiples thereof." (Section 630.606)

c. **Refund.** *Regulation.* "(e) *Refund for home leave.* An employee is indebted for the home leave used by him when he fails to return to service abroad after the period of home leave, or after the completion of an assignment in the United States. However, a refund for this indebtedness is not required when (1) the employee has completed not less than six months' service in an assignment in the United States following the period of home leave; (2) the agency determines that the employee's failure to return was due to compelling personal reasons of a humanitarian or compassionate nature, such as may involve physical or mental health or circumstances over which the employee has no control; or (3) the agency which granted the home leave determines that it is in the public interest not to return the employee to his overseas assignment." (Section 630.606)

S6-8. TRANSFER AND RECREDIT

Regulation. "*Transfer and recredit of home leave.* An employee is entitled to have his home leave account transferred or recredited to his account when he moves between agencies or is reemployed without a break in service of more than 90 days." (Section 630.607)

Subchapter S7. Shore Leave

S7–1. LEGAL AUTHORITY

"An officer, crewmember, or other employee serving aboard an oceangoing vessel on an extended voyage may be granted leave of absence, under regulations of the Civil Service Commission, at a rate not to exceed two days for each thirty calendar days of that service without regard to other leave provided by this subchapter. Leave so granted—

"(1) accumulates for future use without regard to the limitation in section 6304(b) of this title;

"(2) may not be made the basis for a lump-sum payment; and

"(3) may not be made the basis for terminal leave except under such special or emergency circumstances as may be prescribed under the regulations of the Commission." (Section 6305(c) of title 5, United States Code)

S7–2. COVERAGE

a. **Regulation.** "*Coverage.* This subpart applies to an employee as defined in section 6301 of title 5, United States Code, who is regularly assigned to duties aboard an oceangoing vessel. An employee is considered to be regularly assigned when his continuing duties are such that all or a significant part of them require that he serve aboard an oceangoing vessel. Temporary assignments of a shore-based employee, such as for limited work projects or for training, do not constitute a regular assignment." (Section 630.701)

b. *Employees.* Employees covered, are those employees who regularly are required to serve aboard an oceangoing vessel on an extended voyage. This includes not only those employees who operate the ship (i.e., officers and crewmen) but also employees who, because of the nature of their work, are regularly required to perform their duties aboard an oceangoing vessel on extended voyages.

S7–3. DEFINITIONS

a. **Regulation.** "*Definitions* (a) *Oceangoing vessel* means a vessel in use on the high seas or the Great Lakes; but does not include a vessel which operates primarily on rivers, other lakes, bays, sounds, or within the 3-nautical-mile limit of the coastal area of the 48 contiguous States, except when used in mapping, charting, or surveying operations or when in or sailing to or from foreign, territorial, Hawaiian, or Alaskan waters, or waters outside its normal area of operations or outside the 3-nautical-mile limit.

"(b) *Voyage* means the sailing of an oceangoing vessel from one port and its return to that port or the final port of discharge.

"(c) *Extended voyage* means a voyage of not less than 7 consecutive calendar days duration.

"(d) Shore leave means leave authorized by section 6305(b) of title 5 of the United States Code, and this subpart." (Section 630.702)

S7–4. COMPUTATION OF SHORE LEAVE

a. **Earning rates.** (1) *Regulation.* "(a) An employee earns shore leave at the rate of one day of shore leave for each 15 calendar days of absence on one or more extended voyages." (Section 630.703)

(2) *Creditable service.* An employee only earns shore leave based on the days on an extended voyage. Stated differently, an employee's service aboard an oceangoing vessel is creditable for shore leave accrual purposes, only when he is on a voyage of no less than seven consecutive days duration. For example:

Duration of voyage (days)	Days creditable shore leave (days)
3	--
11	11
6	--
7	7
18	18
Total....45	Total...36

Since an employee only earns shore leave based on days on an extended voyage, he has earned two days of shore leave, and has six days credit toward completion of 15 days of absence on one or more extended voyages.

b. Duration of a voyage. (1) *Regulation.* "(b)(1) For an employee who is an officer or crewmember, a voyage begins either on the date he assumes his duties aboard an oceangoing vessel to begin preparation for a voyage or on the date he comes aboard when a voyage is in progress. The voyage terminates on the date he ceases to be an officer or crewmember of the oceangoing vessel or on the date on which he is released from assignment of his duties relating to that voyage aboard the oceangoing vessel at the port of origin or port of final discharge, whichever is earlier.

"(2) For an employee other than an officer or crewmember, a voyage begins on the date of sailing and terminates on the date the oceangoing vessel returns to a port at which the employee will disembark in completion of his assignment aboard the vessel or on the date he is released from his assignment aboard the vessel, whichever is earlier." (Section 630.703)

(2) *Preparation for a voyage.* For officers and crewmembers, preparation for a voyage is the performance of duties which must be completed before a voyage can begin, as for example, loading cargo. In this context, preparation for a voyage contemplates the performance of duties which are of such a demanding nature that the officer or employee will, in effect, be confined to the vessel up to the time of sailing. It is not intended to include the performance of duties which are in the nature of maintaining the vessel between voyages.

c. Computation. *Regulation.* "(c) In computing days of absence, an agency shall include (1) the beginning date of a voyage and the termination date of a voyage; (2) the days an employee spends travelling to join an oceangoing vessel to which assigned when the vessel is at a place other than the port of origin; (3) the days an employee spends travelling between oceangoing vessels when the employee is assigned from one vessel to another; (4) the period representing the number of days within which an employee is reasonably expected to return to the port of origin when his oceangoing vessel's voyage is terminated, or his employment as an officer or crewmember is terminated, at a port other than the port of origin; (5) for an employee who is an officer or crewmember, the days on which he is on sick leave when he becomes sick during a voyage (whether or not continued as a member of the crew) but not beyond the termination date of the voyage of the oceangoing vessel or his repatriation to the port of origin, whichever is earlier; (6) for an employee other than an officer or crewmember, the days on which he is carried on sick leave but not beyond the date on which he returns to the port of origin or the termination date of the voyage, whichever is earlier; and (7) the days of approved leave from a vessel (paid or unpaid) during a voyage." (Section 630.703)

S7–5. GRANTING SHORE LEAVE

a. Regulation. "(a) *Authority.* (1) An employee has an absolute right to use shore leave, subject to the right of the head of the agency to fix the time at which shore leave may be used. (2) Shore leave may be granted during a voyage only when requested by an employee. (3) An employee shall submit his request for shore leave in writing and when an employee's request for shore leave is denied, the denial shall be in writing.

"(b) *Accumulation.* Shore leave is in addition to annual leave and may be accumulated for future use without limitation.

"(c) *Charge for shore leave.* The minimum charge for shore leave is one day and additional charges are in multiples thereof.

"(d) *Lump-sum payment.* Shore leave may not be the basis for lump-sum payment on separation from the service.

"(e) *Terminal leave.* (1) Except as provided by subparagraph (2) of this paragraph, an agency shall not grant shore leave to an employee as terminal leave. For the purposes of this paragraph terminal leave is approved absence immediately before an employee's separation when an agency knows the employee will not return to duty before the date of his separation.

"(2) An agency shall grant shore leave as terminal leave when the employee's inability to use shore leave was due to circumstances beyond his control and not due to his own act or omission.

"(f) *Forfeiture of shore leave.* Shore leave not granted before (1) separation from the service, or (2) official assignment (other than by temporary detail) to a position in which the employee does not earn shore leave, is forfeited. When an official assignment will result in forfeiture of shore leave, the agency to the extent administratively practicable shall give an employee an opportunity to use the shore leave he had to his credit either before the reassignment, or not later than six months after the date of his reassignment when the agency is unable to grant the shore leave before the reassignment." (Section 630.704)

b. *Transfer of shore leave.* When, without a break in service, an employee transfers to a position in another agency in which he is entitled to earn shore leave, the shore leave to his credit shall be transferred to his account in his new position. When, however, he transfers to a position in another agency in which he does not earn shore leave, shore leave he has to his credit is forfeited, in accordance with section 630.704(f).

Subchapter S8. Funeral Leave

S8–1. LEGAL AUTHORITY

"(*a*) *An employee of an Executive agency or an individual employed by the government of the District of Columbia is entitled to not more than 3 days of leave without loss of, or reduction in, pay, leave to which he is otherwise entitled, credit for time or service, or performance or efficiency rating, to make arrangements for, or attend the funeral of, or memorial service for, an immediate relative who died as a result of wounds, disease, or injury incurred while serving as a member of the armed forces in a combat zone (as determined by the President in accordance with section 112 of title 26).*

"(*b*) *The Civil Service Commission is authorized to issue regulations for the administration of this section.*

"(*c*) *This section shall not be considered as affecting the authority of an Executive agency, except to the extent and under the conditions covered under this section, to grant administrative leave excusing an employee from work when it is in the public interest.*" (Section 6236 of title 5, United States Code)

S8–2. APPLICABILITY

a. **Regulation.** "*Applicability.* This subpart and section 6326 of title 5, United States Code, apply to the granting of funeral leave to an employee in connection with the funeral of, or memorial service for, his immediate relative who died as a result of wounds, disease, or injury incurred while serving as a member of the armed forces in a combat zone." (Section 630.801)

b. **Restriction.** The requirement that leave be granted is limited rather strictly by inclusion of the words "in a combat zone," thus excluding from coverage those deaths of servicemen incurred in line of duty elsewhere in the world. At time of passage of this statute (5 U.S.C. 6326, October 17, 1968) the only current combat zone was Vietnam and its adjacent waters (as outlined in E.O. 11216).[1] The wording of 5 U.S.C. 6326(c), however, still permits the use of administrative discretion, as described in section S11–5 of subchapter S11 of this supplement, in the granting of administrative leave in those situations not covered by these regulations.

S8–3. COVERAGE

a. **Regulation.** "*Coverage.* This subpart applies to: (a) an employee as defined in section 2105 of title 5, United States Code, who is employed by an executive agency as defined in section 105 of title 5, United States Code; and (b) an individual who is employed by the government of the District of Columbia." (Section 630.802)

---

[1] **Footnote:**

EXECUTIVE ORDER 11216

Designation of Vietnam and Waters Adjacent Thereto as a Combat Zone for the Purposes of Section 112 of the Internal Revenue Code of 1954

Pursuant to the authority vested in me by section 112 of the Internal Revenue Code of 1954, I hereby designate, for the purposes of that section, as an area in which Armed Forces of the United States are and have been engaged in combat:

Vietnam, including the waters adjacent thereto within the following described limits: From a point on the East Coast of Vietnam at the juncture of Vietnam with China southeastward to 21° N Lat., 108°15′ E Long.; thence southward to 18° N Lat., 108°15′ E Long.; thence southeastward to 17°30′ N Lat., 111° E Long.; thence southward to 11° N Lat., 111° E Long.; thence southwestward to 7° N Lat., 105° E Long.; thence westward to 7° N Lat., 103° E Long.; thence northward to 9°30′ N Lat., 103° E Long.; thence northeastward to 10°15′ N Lat., 104°27′ E Long.; thence northward to a point on the West Coast of Vietnam at the juncture of Vietnam with Cambodia.

The date of the commencing of combatant activities in such area is hereby designated as January 1, 1964.

LYNDON B. JOHNSON

THE WHITE HOUSE
April 24, 1965

b. **Limitation.** Special attention is directed to the limitation in coverage inherent in the phrase "employed by an executive agency."

S8–4. DEFINITIONS

Regulation. "*Definitions.* (a) *Armed Forces* means the Army, Navy, Air Force, Marine Corps, and Coast Guard.

"(b) *Combat zone* means those areas determined by the President in accordance with section 112 of the Internal Revenue Code.

"(c) *Employee* means an employee or individual covered by section 630.802.

"(d) *Immediate relative* means the following relatives of the deceased member of the armed forces: (1) spouse, and parents thereof; (2) children, including adopted children, and spouses thereof; (3) parents; (4) brothers and sisters, and spouses thereof; and (5) any individual related by blood or affinity whose close association with the deceased was such as to have been the equivalent of a family relationship.

"(e) *Funeral leave* means leave authorized by section 6326 of title 5, United States Code, and this subpart." (Section 630.803)

S8–5. ADMINISTRATION

a. **Regulation.** "*Granting of funeral leave.* (a) An agency shall grant an employee such funeral leave as is needed and requested by him, not to exceed three workdays, without loss of or reduction in pay, leave to which he is otherwise entitled, or credit for time or service, and without adversely affecting his performance or efficiency rating. Funeral leave is granted to allow an employee to make arrangements for, or to attend, the funeral or memorial service for an immediate relative who died as the result of a wound, disease, or injury incurred while serving as a member of the armed forces in a combat zone. The three days need not be consecutive but if not, the employee shall furnish the approving authority satisfactory reasons justifying a grant of funeral leave for nonconsecutive days.

"(b) An agency may grant funeral leave only from a prescribed tour of duty, including regularly scheduled overtime, or, in the case of a substitute employee in the postal field service, from a period during which, except for absence on funeral leave, the employee would have worked." (Section 630.804)

b. **Records.** Funeral leave granted under subpart H of the regulations should be recorded on time and attendance reports as time in a pay status and as time absent under "Other," with appropriate explanation under "Remarks."

Subchapter S9. Military Leave

This material on military leave has been prepared solely for the convenience of users of the manual. The Commission has no regulatory responsibility in this area. For information about employee benefits after return from military duty see part 353 (FPM Supplement 990-1), and FPM Chapter 353.

S9-1. INTRODUCTION

The Congress has declared that the reserve components of the Armed Forces of the United States are maintained for the purpose of providing trained units and qualified individuals to be available for active duty in time of war or national emergency, and at such other times as the national security may require. The Congress has also declared that, in accordance with our traditional military policy, it is essential that the strength and organization of the National Guard and Air National Guard be at all times maintained and assured as an integral part of the first line defenses of this Nation.

S9-2. LEGAL BASIS

a. **Basic statute.** Each reservist of the Armed Forces or member of the National Guard who is an officer or employee of the United States or the District of Columbia, permanent or temporary indefinite, without regard to classification or terminology peculiar to the Civil Service system, is entitled to leave of absence from his duties, without loss of pay, time, or efficiency rating for each day, but no more than 15 days[1] in any calendar year, in which he is on active duty, or is engaged in field or coast defense training under sections 502-505 of title 32 (5 U.S.C. 30r).

b. **Reserve components.** The reserve components of the Armed Forces (10 U.S.C. 261) are:

(1) The Army National Guard of the United States

(2) The Army Reserve

(3) The Naval Reserve

(4) The Marine Corps Reserve

(5) The Air National Guard of the United States

(6) The Air Force Reserve

(7) The Coast Guard Reserve

c. **Special authority for National Guard of District of Columbia.** Military leave with pay is authorized for employees who are members of the National Guard of the District of Columbia for all days (no limit) of parade or encampment ordered under the provisions of section 49, Act of March 1, 1889 (25 Stat. 779), as added by section 53 of the Act of February 18, 1909 (35 Stat. 634).

d. **Distinction between military leave and military furlough.** Military leave of absence with pay not to exceed 15 calendar days a year for active duty or training is to be distinguished from *military furlough* when an employee is ordered to extended active duty for general service with the Armed Forces.

S9-3. EMPLOYEES ELIGIBLE FOR MILITARY LEAVE

a. **Permanent and indefinite.** Officers or employees serving permanent, temporary indefinite, or temporary appointments pending establishment of a register (TAPER) (27 Comp. Gen. 78), →or term appointments (unpub. Comp. Gen. dec. B-159563, July 21, 1966),← who are members of the National Guard or reserve components of the Armed Forces must be granted military leave not to exceed 15 calendar days in any one year, when competent orders are presented to the appropriate agency officials (see 27 Comp. Gen. 245, 249). An indefinite (TAPER) employee who accepts a short temporary appointment between appointments is entitled to military leave (unpub. Comp. Gen. dec. B-147560, November 22, 1961).

---

[1] *Days* are interpreted as referring to calendar days by decisions of the Comptroller General (27 Comp. Gen. 245, *id.* 353 at page 357).

b. **Substitutes in Postal Field Service.** Substitute employees in the Postal Field Service are entitled to "*military leave of absence on the basis of one hour of such leave for each period or periods aggregating 26 hours of work*[1] *performed in the calendar year immediately preceding the year in which they are ordered to duty by proper authority: Provided, That the number of hours worked during the preceding calendar year shall not be less than 1040 hours before such substitute employee shall be entitled to military leave of absence, pay for such leave not to exceed 80 hours in each calendar year.*" (5 U.S.C. 30r)

S9-4. EMPLOYEES NOT ELIGIBLE FOR MILITARY LEAVE

See FPM Ltr 630-30

Temporary, intermittent or when-actually-employed, and part-time personnel are not entitled to military leave. (See 18 Comp. Gen. 538; 20 Comp. Gen. 123; 26 Comp. Gen. 610; and 35 Comp. Gen. 5.)

S9-5. TYPES OF MILITARY DUTY NOT COVERED

a. Employees are not eligible for military leave for the following types of service:

(1) Summer training as members of Reserve Officers Training Corps, when employees must be carried in leave-without-pay status (35 Comp. Gen. 531).

(2) Temporary Coast Guard Reserve (23 Comp. Gen. 916).

(3) Participation in parades by members of the State National Guard. (By specific statute, members of the District of Columbia National Guard *are* entitled to military leave for participating in parades. (Section 49, Act of March 1, 1889, 25 Stat. 779.))

(4) Training with a State defense organization or a State military organization which is not a part of the National Guard, or any other organization created by the State in the absence of the State National Guard during an emergency (23 Comp. Gen. 92).

(5) Weekly drills and meetings as member of D.C. National Guard (32 Comp. Gen. 363).

(6) Civil Air Patrol—established as a civilian auxiliary of the United States Air Force (Act of May 26, 1948, 62 Stat. 274).

(7) Time taken on a *workday* to travel to the place where the training is to begin unless military training orders encompass the period of travel time required (see unpub. Comp. Gen. dec. B-138990, April 22, 1959).

(8) Active duty as a commissioned officer in the Reserve Corps of the U.S. Public Health Service (41 Comp. Gen. —, B-147276, January 29, 1962).

S9-6. GRANTING MILITARY LEAVE

a. **Maximum amount.** Military leave of absence with pay is limited to a maximum of 15 *calendar* days during each calendar year, regardless of the number of training periods in the year. This leave may be taken intermittently, a day at a time, or as otherwise directed under orders issued by competent military authority (27 Comp. Gen. 353).

b. **Computation.** Nonworkdays falling *within* a period of absence on military training duty are charged against the 15 days of military leave allowed during the year; however, nonworkdays occurring at the beginning or end of the training period are not charged (27 Comp. Gen. 245; *id.* 353 at page 357; and unpub. dec. B-133674, December 30, 1957).

---

[1] The Post Office Department (Postal Manual Part 721.762) has interpreted this to mean "26 hours *in a pay status*" for the purpose of including paid leave with paid employment to compute military leave benefits.

c. **Use of annual leave.** (1) Absence which is *not* chargeable to military leave of absence with pay may be charged to annual leave (27 Comp. Gen. 245, 251). Therefore, employee members of the reserve components of the Armed Forces who are called for a period of training or for a period of active duty beyond the 15-day period chargeable to military leave may use annual leave and may receive compensation concurrently with pay and allowances for training or active duty beyond such 15-day period (30 Comp. Gen. 241).

(2) National Guardsmen who are ordered into the active military service of the United States with the pay and allowances of their grades, may not during the period of such service be employed in an active civilian capacity under the Government and receive pay therefor in the absence of specific statutory authority (see 37 Comp. Gen. 255). These Guardsmen may, however, be carried in a military leave status for 15 calendar days, provided such leave has not been used previously during the current year. Also, they may be carried in an annual leave status to the extent of their accrued annual leave during the period of their active military service (37 Comp. Gen. 255; and see 37 *id.* 313; see 30 *id.* 241 and 27 *id.* 245, 250).

d. **Premium pay.** An employee who is absent on military leave on an overtime day on which he is regularly scheduled to work is entitled to overtime compensation for that day provided, of course, the employee is in a pay status for 40 hours of the basic workweek (27 Comp. Gen. 353; 31 *id.* 173, 175). When an employee's tour of duty permits payment of night differential pay, he is entitled to night differential pay during the period he is on military leave (unpub. dec., Comp. Gen. B-113457, February 5, 1953).

e. **When granted.** An employee may not be granted more than 15 days' military leave with pay for any *one* period of active duty, whether that period is wholly in one calendar year or extends over more than one calendar year (40 Comp. Gen. 186 cited in 41 *id.* 320 at page 327 in answer to question 4), or whether more than one set of orders is involved. When an employee who has been granted the maximum of 15 days allowed during the year is subsequently ordered to a second period of training duty and the later period extends into the next year, he may be granted military leave beginning on the first day of the new year, if he was in a duty or pay status when he *entered* the second period of training duty (29 Comp. Gen. 269). There is no requirement that the first 15 days of a longer period of active duty be considered as military leave. If circumstances in any particular case warrant it, any other 15-day period may be designated as military leave by the administrative office instead of the first 15 days, so long as the intent of the statute is otherwise observed (37 Comp. Gen. 313, November 8, 1957; see generally, 27 Comp. Gen. 245, 251 and 29 *id.* 269).

S9-7. PAY STATUS REQUIREMENT

a. **Pay status required.** Generally, a pay status either immediately prior to the beginning of military duty (11 Comp. Gen. 469) or a return to a pay status immediately afterwards (29 Comp. Gen. 269; 32 *id.* 204) is a requisite to entitlement to military leave with pay since, otherwise, no civilian pay would have been lost. The test of whether an employee may be granted military leave should not be merely his leave or pay status immediately prior to or after military duty without regard to other facts. The test should be whether, but for the active duty, the employee would have been in a civilian pay status (17 Comp. Gen. 174). One important consideration in making such a determination is whether the employee, at the time leave without pay is requested, has received definite military orders to report on a certain or approximate date in the future (37 Comp. Gen. 608).

b. **Relationship to annual leave.** (1) *Interruption.* When an employee while in an annual leave status preceding a furlough-without-pay period prior to separation by reduction in force is called to military training duty, military leave is regarded as interrupting his annual leave status so as to permit him to revert to an annual leave status at the termination of his military leave before the previously fixed termination date (27 Comp. Gen. 245; 28 *id.* 480).

(2) *Effect of retroactive restoration.* An employee who was reemployed under a temporary appointment in the same position from which he was separated by a reduction in force, and who was ordered to be restored to his former position retroactive to date of separation pursuant to a Civil Service Commission decision which regarded the employee as retaining the same status (indefinite) as when improperly removed, may have military leave which was denied him because of his temporary appointment substituted for annual leave and leave without pay (34 Comp. Gen. 442, 444).

c. **Records.** When an employee is separated for military duty, rather than being carried on leave without pay or military furlough, see FPM Supplement 296–31 for instructions on processing a return to civilian status for the purpose of paying for absence (not to exceed 15 days) while on military leave from his civilian position. This employee is to receive credit for annual and sick leave earned during a military leave period (see 40 Comp. Gen. 410).

Subchapter S10. Court Leave

This chapter, which has been prepared for the convenience of users of the manual, consists primarily of information from pertinent sections of the law and in various decisions of the Comptroller General. The Commission, until recently, has had no regulatory responsibility in the area of court leave. Although Public Law 91-563, December 19, 1970, does authorize the Commission to prescribe regulations with regard to section 6322 of title 5, United States Code, at present there appears no need for such regulations.

S10-1. Introduction

a. **Coverage.** This subchapter reflects various Comptroller General decisions relating to employee absences because of service as jurors or witnesses in the courts of the United States, District of Columbia, or various State and local governments, and also reflects the liberalized provisions of Public Law 91-563 of December 19, 1970. It cites the statutory authorities involved with absences for court or court-related services, states the policy which is recommended for agencies to follow in requesting excuse of employees from jury duty, and indicates certain leave, pay, and allowance limitations for time-off for jury or witness service. It describes the categories of employees eligible for court leave and explains how the pay of an employee is affected by service on a jury or as a witness. Although the laws quoted below exclude persons whose pay is disbursed by the Secretary of the Senate or the Clerk of the House of Representatives, and the paragraphs which follow do not refer to those persons, those employees are entitled to similar benefits (which are stated in section 6 of Public Law 91-563), with the following exceptions (1) permission to respond to a summons as a juror or witness is at the option of the appropriate authority of the House of Congress disbursing the employee's pay and (2) travel expenses, although payable, are handled differently.

b. **Definitions.** Court leave is the authorized absence (without loss of, or reduction in, pay, leave to which otherwise entitled, credit for time or service, or performance or efficiency rating) of an employee from work status for jury duty, or for attending judicial proceedings in a nonofficial capacity as a witness on behalf of a State or local government. The court or judicial proceeding may be located in the District of Columbia, a State, territory, or possession of the United States including the Commonwealth of Puerto Rico, the Canal Zone, or the Trust Territory of the Pacific Islands. The term "judicial proceeding" contemplates any action, suit, or other proceeding of a judicial nature (including any condemnation, preliminary, informational, or other such proceeding), but does not include an administrative proceeding.

c. **Law.** (1) The granting of court leave for jury or witness service and the designation of certain witness service as official duty status is stated in section 6322 of title 5, United States Code, as follows:

"(a) *An employee as defined by section 2105 of this title (except an individual whose pay is disbursed by the Secretary of the Senate or the Clerk of the House of Representatives) or an individual employed by the government of the District of Columbia is entitled to leave, without loss of, or reduction in, pay, leave to which he* *otherwise is entitled, credit for time or service, or performance or efficiency rating, during a period of absence with respect to which he is summoned, in connection with a judicial proceeding, by a court or authority responsible for the conduct of that proceeding, to serve—*

"(1) *as a juror; or*

"(2) *as a witness on behalf of a party other than the United States, the District of Columbia, or a private party;*

in the District of Columbia, a State, territory, or possession of the United States including the Commonwealth of Puerto Rico, the Canal Zone, or the Trust Territory of the Pacific Islands. For the purpose of this subsection, 'judicial proceeding' means any action, suit, or other judicial proceeding, including any condemnation, preliminary, informational, or other proceeding of a judicial nature, but does not include an administrative proceeding.

"(b) *An employee as defined by section 2105 of this title (except an individual whose pay is disbursed by the Secretary of the Senate or the Clerk of the House of Representatives) or an individual employed by the government of the District of Columbia is performing official duty during the period with respect to which he is summoned, or assigned by his agency, to—*

"(1) *testify or produce official records on behalf of the United States or the District of Columbia; or*

"(2) *testify in his official capacity or produce official records on behalf of a party other than the United States or the District of Columbia.*"

(2) The crediting of amounts received for jury or witness service is dictated by section 5515 of title 5, United States Code, as follows:

"*An amount received by an employee as defined by section 2105 of this title (except an individual whose pay is disbursed by the Secretary of the Senate or the Clerk of the House of Representatives) or an individual employed by the government of the District of Columbia for service as a juror or witness during a period for which he is entitled to leave under section 6322(a) of this title, or is performing official duty under section 6322(b) of this title, shall be credited against pay payable to him by the United States or the District of Columbia with respect to that period.*"

(3) The restrictions on receiving fees for jury and witness service are stated in section 5537 of title 5, United States Code, as follows:

"(a) *An employee as defined by section 2105 of this title (except an individual whose pay is disbursed by the Secretary of the Senate or the Clerk of the House of Representatives) or an individual employed by the government of the District of Columbia may not receive fees for service—*

"(1) *as a juror in a court of the United States or the District of Columbia; or*

"(2) *as a witness on behalf of the United States or the District of Columbia.*

"(b) *An official of a court of the United States or the District of Columbia may not receive witness fees for attendance before a court, commissioner, or magistrate where he is officiating.*

"(c) *For the purpose of this section, 'court of the United States' has the meaning given it by section 451 of title 28 and includes the United States District Court for the District of the Canal Zone, the District Court of Guam, and the District Court of the Virgin Islands.*"

(4) Basic provisions concerning travel expenses of witnesses are stated in section 5751 of title 5, United States Code, as follows:

"(a) *Under such regulations as the Attorney General may prescribe, an employee as defined by section 2105 of this title (except an individual whose pay is disbursed by the Secretary of the Senate or the Clerk of the House of Representatives) summoned, or assigned by his agency, to testify or produce official records on behalf of the United States is entitled to travel expenses under subchapter I of this chapter. If the case involves the activity in connection with which he is employed, the travel expenses are paid from the appropriation otherwise available for travel expenses of the employee under proper certification by a certifying official of the agency concerned. If the case does not involve its activity, the employing agency may advance or pay the travel expenses of the employee, and later obtain reimbursement from the agency properly chargeable with the travel expenses.*

"(b) *An employee as defined by section 2105 of this title (except an individual whose pay is disbursed by the Secretary of the Senate or the Clerk of the House of Representatives) summoned, or assigned by his agency, to testify in his official capacity or produce official records, on behalf of a party other than the United States, is entitled to travel expenses under subchapter I of this chapter, except to the extent that travel expenses are paid to the employee for his appearance by the court, authority, or party which caused him to be summoned.*"

S10–2. JURY SERVICE

a. **Recommended agency policy.** In view of the importance of trial by jury as an American system of justice, the Commission urges agencies to follow the policy of not asking that their employees be excused from jury duty except in cases of real necessity. This is in keeping with recommendations of the late Honorable Bolitha J. Laws, then Chief Judge of the United States Court for the District of Columbia, as chairman of the District of Columbia branch of the American Bar Association Committee on Improving the Administration of Justice. (Any employee may, of course, request exemption for compelling personal reasons on his own initiative.) Judge Laws sent the Commission a report of the Subcommittee on Selection and Instruction of Jurors (approved March 30, 1955) concerning various policies of employers with respect to employees' jury service. The following is an extract from this report:

"The attitude of employers toward jury service on the part of their employees has a vital bearing on the process of selection of jurors. It gives rise to two practical difficulties that constantly confront the courts in passing on numerous requests that prospective jurors be excused, or, at least, that their services be deferred.

"One of the difficulties is due to the fact that many employers frequently ask that their employees be excused on the ground of hardship to the employer. All too frequently such requests are made without due consideration and with undue emphasis on the importance of the employee in question. This is true not only of many private employers, but also of many Government agencies. The court is not generally in a position to check or verify the employer's statement as to the degree of hardship that would be sustained by him if the employee is required to serve. Beyond a rather perfunctory questioning of the employee, the court ordinarily has no means for testing the accuracy of the employer's statements. The matter is one that cannot be controlled by any statute or rule, but the situation may perhaps be alleviated through an educational campaign and the pressure of public opinion. If Government agencies were suitably informed as to the importance of jury service—and many heads of Government agencies do not seem to have a sufficient realization of this matter—and were urged not to ask that their personnel be excused from jury duty except in cases of actual necessity, the court might be freed from many such requests. . . .

"The second, and perhaps more serious, difficulty arises out of the financial hardship that many a person summoned to jury duty would sustain thereby. In this respect Government officers and employees are in a desirable position, because the pertinent statute provides that their salaries shall continue while they are on jury service."

b. **Employee eligibility.** Court leave for jury duty is granted to both permanent employees and temporary employees of the United States and the District of Columbia, both full-time and part-time, except for those employed on a substitute, when-actually-employed, or intermittent basis.

(1) Although for many years temporary employees were precluded from any grant of court leave for jury duty, this restriction was lifted by a decision of the Comptroller General on March 21, 1969, which holds "that temporary employees are entitled to court leave for jury duty under 5 U.S.C. 6322" (48 Comp. Gen. 630). When-actually-employed and substitute employees, however, still are not entitled to court leave for jury duty (49 Comp. Gen. 287).

(2) A permanent or temporary part-time employee with a regular tour of duty called into jury service during his tour of duty may receive the compensation of his position without charge to annual leave (36 Comp. Gen. 378; 49 *id*. 287).

(3) A night-shift employee who performs jury service during the day is granted court leave for his regularly scheduled night tour of duty and is entitled to the night differential. Since the statute makes it mandatory that the compensation of any employee shall not be diminished by reason of jury service, the employee is entitled to night differential for the periods otherwise properly excused from the performance of duty while serving as a juror (29 Comp. Gen. 427).

c. **Use of annual leave.** Employees such as substitute, when-actually-employed, or intermittent employees, who are not entitled to court leave for jury service, may be granted any annual leave to which they might otherwise be entitled, or may be placed on leave without pay, for any absence from duty for this jury service (27 Comp. Gen. 54). If an employee is on annual leave when called for jury service, court leave should be substituted (27 Comp. Gen. 83, 88). No exception is made for annual leave that would otherwise be forfeited at the end of the leave year (unpub. Comp. Gen. dec. B-119969, March 3, 1955). An employee on annual leave under advance notice of separation from the Federal civilian service due to a reduction in force, and who is summoned as a juror, is entitled to have otherwise proper court leave substituted for annual leave but not to extend beyond the date administratively fixed for his separation (27 Comp. Gen. 414).

d. **Pay status requirement.** An employee on leave without pay, although otherwise eligible, may not be granted court leave when called to jury duty. Court leave is available only to an employee who, except for jury duty, would be on duty or on leave with pay (27 Comp. Gen. 83, 88). He could, however, receive the per diem allowance for each day's attendance in court and for the time necessarily occupied in traveling to and from court (20 Comp. Gen. 276).

e. **Duration of jury service.** An employee who is under proper summons from a court to serve on a jury should be granted court leave of absence with pay for the entire period, from the date stated in the summons on which he is required to report to the court to the time he is discharged by the court, regardless of the number of hours per day or days per week he actually serves on the jury during the period (20 Comp Gen. 131). However, the term of jury service does not include time during which the employee is excused or discharged by the court for an indefinite period subject to call by the court or for a definite period in excess of one day (20 Comp. Gen. 181).

f. **Interim excuse from jury duty.** When no hardship would result, it is within the administrative discretion of the agency to require an employee entitled to court leave because of jury service to return to duty or suffer a charge against his annual leave if he is excused from jury service for one day or even a substantial part of a day. The employee may not, however, be required to return to duty if it would work a hardship on him; for example, an employee engaged on night duty or one who lives or works a long way from the place where the court is held (26 Comp. Gen. 413).

g. **Jury fees.** (1) *Collection from State or local court.* If an employee is absent from his regularly scheduled duties to serve as a juror in a State or local court, he should be instructed to collect all fees and allowances payable as a result of the jury service (43 Comp. Gen. 672). The employee must forward the fees collected to the accounting office of his primary organization unit; otherwise, payroll deduction will be made from compensation due him (20 Comp. Gen. 279, 280; Cf. 36 *id*. 591). The agency shall apply the jury fees received by the employee against, but not to exceed, the amount that would otherwise be due him for the period of his absence on jury duty (29 Comp. Gen. 302; 20 *id*. 209). The employee is permitted to keep any excess of the jury fee over the amount of compensation due him (29 Comp. Gen. 302).

(2) *Nonworkdays*. Full-time as well as part-time employees who are paid under chapter 55 of title 5, United States Code, and who perform jury service on nonworkdays outside their regular tours of duty, for which nonworkdays Federal salary is not paid, are entitled to retain the fees received for such service (37 Comp. Gen. 695; 36 *id*. 378).

(3) *Nonworkhours*. An employee with a regularly scheduled tour of duty who performs jury service that does not conflict with his hours of employment may retain the usual fees for jury service. If, however, he performs jury service in a court of the United States during any of the hours in which he is in a pay status in his Federal position, he may not be paid any jury fees for that day (36 Comp. Gen. 378; unpub. Comp. Gen. dec. B-166223, April 15, 1969).

(4) *Holiday*. Fees received for jury service on a holiday falling within the employee's basic tour of duty may be retained by the employee, provided that, had he not been on the jury duty, he would have been excused from his regular duties on the holiday (27 Comp. Gen. 293; 45 *id*. 251).

(5) *Leave without pay*. An employee who is in a leave without pay status when called for jury service and consequently not entitled to court leave may retain jury fees and per diem allowed for each day's attendance in court and for the time necessarily occupied in going to and from the court (20 Comp. Gen. 276; 27 *id*. 83, 88).

S10-3. WITNESSES

a. **Employee eligibility**. In the following paragraphs, an "employee" is a person employed on a permanent or temporary basis, either full-time or part-time, except that, for witness service covered by court leave, a person employed on [illegible] substitute, when-actually-employed, or intermittent basis is not included (4 Comp. Gen. 748; 20 *id*. 133; 38 *id*. 307; 48 *id*. 630).

b. **Definitions.** The term "judicial proceeding" contemplates any action, suit, or other proceeding of a judicial nature (including any condemnation, preliminary, informational, or other such proceeding), but does not include an administrative proceeding; all stages (preliminary hearing, inquest, trial, or deposition taking) of the proceeding would be covered, including hearings and conferences before a committing court, magistrate, or commission, grand jury proceedings, and coroners' inquests, and hearings and conferences conducted by a prosecuting attorney for the purpose of determining whether an information or charge should be made in a particular case. The word "summoned" does not connote any necessity for a subpena, but does intend that the summons be an official request, invitation, or call, evidenced by an official writing from the court or authority responsible for the conduct of the proceeding, thus ruling out strictly voluntary appearances from court leave coverage.

c. **Witness in official capacity.** When an employee is summoned or assigned by his agency to testify in his official capacity or to produce official records, he is in an official duty status and entitled to his regular compensation without regard to any entitlement to court leave (5 U.S.C. 6322(b); 38 Comp. Gen. 142; 38 *id*. 307, 310). An employee is considered to be a witness in his official capacity when he is called as a witness in the official capacity of a former position he held in the Federal service, as well as when called as a witness in the official capacity of the position in which he is currently serving (Comp. Gen. dec. B-160343, November 22, 1966). Section 8131(a) of title 5, United States Code (Office of Federal Employees' Compensation cases), states as follows: "*An employee required to appear as a party or witness in the prosecution of such an action is in an active duty status while so engaged.*"

d. **Witness in nonofficial capacity.** When an employee is summoned as a witness in a judicial proceeding to testify in a nonofficial capacity on behalf of a State or local government, he is entitled to court leave during the time he is absent as a witness (5 U.S.C. 6322(a)). When an employee is summoned or assigned by his agency to testify in a nonofficial capacity on behalf of the United States Government or the government of the District of Columbia, he is in an official duty status and entitled to his regular compensation without regard to any entitlement to court leave (5 U.S.C. 6322(b)). If the witness service in a nonofficial capacity is performed on behalf of a private party, the employee's absence from duty must be charged as either annual leave or leave without pay, and he may accept fees and expenses incidental thereto (5 U.S.C. 6322; 15 Comp. Gen. 196). If the summons itself is not specific, or is unclear, about the party for whom the witness service is to be rendered (that is, *on whose behalf*), agency personnel must take whatever action is necessary to make this determination, perhaps by contacting the authority issuing the summons, and should annotate agency records appropriately.

e. **Overtime.** An employee who performs witness service in an official duty status on days for which he would have been entitled to receive overtime compensation had he rendered service in his civilian position is entitled to the overtime compensation he would have received on those days (38 Comp. Gen. 142; 37 *id.* 1). Although overtime pay for time in travel status normally is not authorized, should an employee who performs witness service in an official duty status on a nonworkday outside his basic 40-hour workweek first be required to report to his employing agency to pick up evidence to be produced in court, his entitlement to call-back overtime of two hours under section 5544 of title 5, United States Code, may be used to cover overtime payment for the travel period involved (38 Comp. Gen. 142).

f. **Fees.** Employees of the United States and of the government of the District of Columbia shall not be paid witness fees when testifying on behalf of the United States or the government of the District of Columbia; however, they shall be paid their regular salaries (plus any appropriate overtime pay). The time served as witnesses is official duty and cannot be deducted from annual leave (5 U.S.C. 5537(a) and 6322(b)). An employee who is called as a witness for the United States or the District of Columbia Government while absent from his duties on leave without pay for the entire period he serves as a witness may accept and retain witness fees (10 Comp. Gen. 329). If an employee testifies in his official capacity on behalf of a party other than the United States or the government of the District of Columbia, or if he is summoned as a witness in a nonofficial capacity on behalf of a State or local government, the employee is required to collect the authorized witness fees and allowances for expenses of travel and subsistence; and all amounts so collected are to be credited against amounts payable to him by the employing agency and deposited to its appropriation accounts, except that travel and subsistence expenses (not to exceed actual expenses) may be retained by the employee if not paid by the employing agency (5 U.S.C. 5515 and 5751(b); 15 Comp. Gen. 196; 23 *id.* 628). If an employee testifies in a nonofficial capacity on behalf of a private party, thereby having to take annual leave or leave without pay, he is entitled to the usual fees and expenses related to such witness service (15 Comp. Gen. 196).

g. **Travel expenses.** An employee is entitled to travel expenses in connection with any judicial or agency proceeding to which he is summoned (and is authorized by his agency to respond to that summons), or is assigned by his agency (1) to testify or produce official records on behalf of the United States or (2) to testify in his official capacity or produce official records on behalf of a party other than the United States (28 CFR 21.1(b)). "Agency proceeding" means an agency process as defined by paragraphs (5), concerning rule making, (7), concerning adjudication, and (9), concerning licensing, of 5 U.S.C. 551. Payment shall be at rates and in amounts allowable for other purposes under the provisions of 5 U.S.C. 5701-5708 and applicable regulations prescribed thereunder by the Office of Management and Budget and the employing agency; except, however, to the extent that travel expenses are paid to the employee for his appearance by the court, authority, or party which caused him to be summoned as a witness on behalf of a party other than the United States (28 CFR 21.1(c)).

S10–4. COURT LEAVE GUIDE

The following chart synopsizes the foregoing instructions on absences of employees in connection with court or court-related services, by indicating the varying conditions for absences and the proper time and attendance recording for each, together with any right to (and retention of) fees for services rendered and right to payment for expenses of travel.

EMPLOYEE ABSENCES FOR COURT OR COURT-RELATED SERVICES

Nature of service	Type of absence			Fees			Government travel expenses	
					Yes			
	Court leave	Official duty	Annual leave or LWOP	No	Retain	Turn in to agency	No	Yes*
I JURY SERVICE								
(A) U.S. or D.C. court	X	--------	--------	X	--------	--------	X	--------
(B) State or local court	X	--------	--------	--------	--------	X	X	--------
II WITNESS SERVICE								
(A) On behalf of U.S. or D.C. government	--------	X	--------	X	--------	--------	--------	X
(B) On behalf of State or local government								
(1) in official capacity	--------	X	--------	--------	--------	X	--------	X
(2) not in official capacity	X	--------	--------	--------	--------	X	X	--------
(C) On behalf of private party								
(1) in official capacity	--------	X	--------	--------	--------	X	--------	X
(2) not in official capacity								
➔(a) when a party is U.S., D.C., or State or local government	X	--------	--------	--------	--------	X	X	--------
(b) when a party is not U.S., D.C., or State or local government	--------	--------	X	--------	X	--------	X	------🡐

*Offset to the extent paid by ➔the court, authority, or party which caused the employee to be summoned.🡐

Subchapter S11. Excused Absence

S11-1. DEFINITION

An excused absence is an absence from duty administratively authorized without loss of pay and without charge to leave. Ordinarily, excused absences are authorized on an individual basis, except where an installation is closed, or a group of employees is excused from work for various purposes.

S11-2. REGISTRATION AND VOTING

a. **Executive policy.** (1) In a letter dated April 14, 1958, to the Heads of Executive Departments and Agencies, the Special Assistant to the President stated the Administration's policy on excusing employees for voting. The policy statement reads as follows:

"Insofar as practicable, without interfering seriously with operations, employees who desire to vote or register in any election or in referendums on a civic matter in their community shall be excused for a reasonable time for that purpose, as follows:

"(1) As a general rule, where the polls are not open at least three hours either before or after an employee's regular hours of work he may be granted an amount of excused leave which will permit him to report for work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off.

"(2) Under exceptional circumstances where the general rule does not permit sufficient time, an employee may be excused for such additional time as may be needed to enable him to vote, depending upon the particular circumstances in his individual case, but not to exceed a full day.

"(3) If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employee may be granted sufficient time off in order to be able to make the trip to the voting place to cast his ballot. Where more than one day is required to make the trip to the voting place, agencies shall observe a liberal policy in granting the necessary leave for this purpose. Time off in excess of one day shall be charged to annual leave or if annual leave is exhausted, then to leave without pay.

"(4) For employees who vote in jurisdictions which require registration in person, time off to register may be granted on substantially the same basis as for voting, except that no such time shall be granted if registration can be accomplished on a nonworkday and the place of registration is within reasonable one-day, round-trip travel distance of the employee's place of residence.

"It is recommended that the head of each Department and Agency instruct all installations under their jurisdiction to assemble necessary information about hours during which polls are open in all political subdivisions in which their employees reside, and make an administrative determination regarding the amount of excused leave that may be granted. Each installation should notify its employees of the determination made and the local procedure to be followed."

(2) In addition, in a letter dated October 17, 1960, to the Heads of Executive Departments and Agencies the Special Assistant to the President provided:

"As you know, the President during all his years in office has been anxious that all citizens exercise their franchise and vote in all elections for the candidates of their choice. To that end, a policy was issued by his direction on April 14, 1958, with regard to voting leave for Federal employees.

"In connection with the forthcoming election November 8, please remind the heads of installations and activities throughout your organization that employees must be notified as to how the policy, a copy of which is attached, applies in their installation. Particular attention should be given to areas where employees commute from considerable distances to make certain that these employees are given sufficient time to cast their ballots either prior to coming to work or after returning home."

(3) The above policies were reaffirmed in a memorandum of January 23, 1962, from the Special Assistant to the President to the Heads of all Executive Departments and Agencies:

"The President wishes to continue in effect the policy established since 1953 of facilitating voting by Federal employees by excusing employees for reasonable time to vote or to register to vote.

"The policy contained in the October 17, 1960, memorandum to the heads of executive departments and agencies from the Special Assistant to the President for Personnel Management, therefore, is continued in effect.

"In addition, it is desired that Federal activities cooperate with local authorities and nonpartisan citizens groups in programs to facilitate registration and payment of poll taxes.

"Such cooperation may include publicity among employees concerning the deadlines and locations for registration and for payment of poll taxes, provision of space on Federal installations for persons authorized to handle registration and payment of poll taxes, and other measures which will not result in undue disruption of public business and which are voluntary in nature."

b. Administrative regulations. In a decision (32 Comp. Gen. 361) the Comptroller General provided: "The directive of the Office of the President appearing in the Federal Personnel Manual, authorizing agencies to permit employees who desire to vote in States where they maintain voting residences to be excused for that purpose without charge to annual leave, except where voting by absentee ballot is permitted, may not be extended by administrative regulations so as to authorize the excusing of an employee, without charge to annual leave, who absents himself from work for 1 day in order to vote in a State where voting by means of absentee ballot is permitted."

S11–3. CIVIL DEFENSE ACTIVITIES

Executive Order 10529 of April 22, 1954, provides that employees who participate in Federally recognized civil defense programs may be excused for a reasonable amount of time without charge to leave up to a maximum of 40 hours in any calendar year. The pertinent portions of this order are:

"SEC. 2. *After consideration of the recommendations of the Federal Civil Defense Administrator, the head of a Federal department or agency, or such officer as the head thereof may designate, may from year to year authorize such of said personnel of such department or agency as he may designate to participate in pre-emergency training programs and test exercises in cooperation with any State or political subdivision thereof, and such duties shall be performed on assignment by the particular Federal department or agency, subject to the following conditions:*

"*(a) Personnel so assigned shall at all times remain subject to the administrative jurisdiction and control of their Federal department or agency;*

"*(b) The period of official time that may be authorized for any such assignment pursuant to this order shall not exceed a total of 40 working hours during a calendar year; and*

"*(c) There shall be satisfactory evidence from State or local civil defense authorities that such personnel served or participated in such programs or exercises pursuant to specific request of a public governmental body or organization established pursuant to and in accordance with a State civil defense law.*

"SEC. *3. During any period or periods in which such personnel shall be engaged in said civil-defense training duties under authority of this order, they shall continue to be compensated in usual course by their Federal department or agency, and shall continue in their status as Federal employees for all purposes. Where travel is involved in connection with the performance of such training duties, travel allowances and expenses may be authorized in accordance with the Standardized Government Travel Regulations.*"

"Sec. 5. *As used in this order:*

"(*a*) *The term 'personnel' shall mean persons who are in a full time pay status as civilian officers or employees of the United States Government.*

"(*b*) *The term 'State' shall mean any of the several States of the United States, the District of Columbia, each of the territories and possessions of the United States, and the Commonwealth of Puerto Rico.*"

S11–4. PARTICIPATION IN MILITARY FUNERALS

Law. "*An employee in or under an Executive agency who is a veteran of a war, or of a campaign or expedition for which a campaign badge has been authorized, or a member of an honor or ceremonial group of an organization of those veterans, may be excused from duty without loss of pay or deduction from annual leave for the time necessary, not to exceed 4 hours in any one day, to enable him to participate as an active pallbearer or as a member of a firing squad or a guard of honor in a funeral ceremony for a member of the armed forces whose remains are returned from abroad for final interment in the United States.*" (Section 6321 of title 5, United States Code)

(Note: See subchapter S8 for leave for attendance at funerals of immediate relatives of deceased servicemen.)

S11–5. ADMINISTRATIVE DISCRETION

a. **General.** With few exceptions, agencies determine administratively situations in which they will excuse employees from duty without charge to leave and may by administrative regulation place any limitations or restrictions they feel are needed. Some of the more common situations in which agencies generally excuse absence without charge to leave and in addition to those specifically given above, are covered in this section.

b. **Blood donation.** Employees who serve as blood donors may be excused from work without charge to leave (30 Comp. Gen. 521).

c. **Tardiness and brief absence.** Brief absence from duty of less than an hour and tardiness may be excused when reasons appear to be adequate to the supervisor (see section 630.206 of the Commission's regulations). The absence may also be compensated for by additional work or may be charged against any compensatory time the employee may have to his credit or may be charged to annual leave, leave without pay (with the employee's consent), or absence without leave. The absence may become the basis for disciplinary action according to the policy of the agency.

d. **Taking examinations.** Employees who take examinations for their present positions, including reexaminations, may be given time off without charge to leave.

e. **Attending conference or convention.** Employees may be excused to attend conferences or conventions when it is determined that the attendance will serve the best interests of the Federal service. Excused absence of this type may be restricted to those situations in which the employee is an official representative of the organization involved or is a contributor on the agenda.

f. **Representing employee organizations.** The Comptroller General in a letter dated July 12, 1966, to the Chairman, Subcommittee on Manpower of the Committee on Post Office and Civil Service, House of Representatives, Washington, D.C. (see July 1966 Committee print), issued an advisory opinion relating to Executive Order 10988, Employee Management Cooperation in the Federal Service (see FPM Supplement 990–1, book II). The letter, in part, reads as follows:

> "Our agreement applies these broad principles to the granting of administrative leave.
>
> "We have agreed that administrative leave may be granted to an employee representative incident to his receiving information, briefing, and orientation relating to matters within the scope of Executive Order No. 10988 and of mutual concern to the employing agency and the employee in his capacity as an organization representative. Such matters could include statutory or regulatory provisions re-

lating to pay, working conditions, work schedules, employee grievance procedure, performance rating, adverse action appeals, as well as agency policy and negotiated agreements pertaining thereto. Our mutually agreed upon conclusion in this area is predicated upon there being an advantage to the agency as well as to the employee organization concerned that employee representatives be knowledgeable in matters concerning the basic statutes, regulations and agency policy and negotiated agreements affecting employee rights, appeal procedures, etc. We have further agreed that if it is administratively determined that a session conducted by an employee organization is designed primarily to advise, orient, and brief employee representatives regarding such matters, neither our Office nor the Civil Service Commission would interpose any objection to the agency, within its discretion, granting administrative leave to the employee while so attending.

"On the other hand, if the primary purpose of the employee's attendance is to train or inform him concerning solicitation of memberships and dues, other internal organization business, or representation of the employee organization in the art of collective bargaining negotiations, there would appear to be no proper basis to support an administrative determination that the attendance of the employee is in the interest of the agency. Therefore, our opinion is that in such cases no proper basis now exists for the granting of administrative leave.

"Also, it has been agreed that an agency properly may grant administrative leave only for such short periods of time—ordinarily not to exceed eight hours—that are reasonable under the circumstances. We believe that statutory authority would be necessary to enable agencies to grant administrative leave for extended periods during which employee representatives received organization sponsored instruction or briefing."

S11–6. GROUP DISMISSALS

a. Subchapter S3 of book 610 gives more detail on the authority of agencies to close activities and to order group dismissals. The discussion in this section is limited to the effect of these dismissals and the employees involved.

b. When installations or activities of an agency are closed or employees excused under the provisions of the joint resolution of June 29, 1938, as amended, as implemented by the Commission's regulations (see book 610), per diem, per hour, or piece-work employees are excused without loss of pay or charge to leave.

c. Per annum employees are governed by various Comptroller General's decisions. It has generally been held that when field establishments are closed for administrative reasons, employees may be placed on annual leave (19 Comp. Gen. 955; 28 *id.* 526) but the pay of per annum employees who have no accrued leave to their credit may not be withheld for these days (15 Comp. Gen. 911, 912; see 15 *id.* 1048). The Comptroller General provides the way in which employees may be placed on annual leave in these situations (19 Comp. Gen. 955, 957): "If a statute or Executive order should close the departments for one or more days within the regular tour of duty of employees, such nonworkdays may not be charged as annual or sick leave. Likewise, if the head of a department, under proper authority, should close the department or any unit thereof on a day or days within a regular tour of duty of employees, and should not require employees to take annual leave, the nonworkdays established by such an administrative order would not be charged to leave. On the other hand, if the head of the department or establishment exercises statutory authority to require all or any part of the employees under his jurisdiction to take annual leave on a particular day or days which but for such action would be within the regular tour of duty of employees . . . such day or days would be the same as days of duty . . . and would not be regarded as 'nonworkdays established by . . . administrative order' . . . ." When, however, a field office is closed on a local holiday because Federal work may not be properly performed, "such days would be 'nonworkdays established by administrative orders' and not chargeable as annual leave" (17 Comp. Gen. 298, 300).

d. Agencies may not place employees on leave without their consent in personal, disciplinary type situations (37 Comp. Gen. 160; 38 *id.* 203: 39 *id.* 154; and 40 *id.* 312).

Appendix A. Exclusions of Presidential Appointees From Chapter 63 of Title 5, United States Code

A–1. LEGAL BASIS

Section 6301(2)(xi) of title 5, United States Code, authorizes the President to exclude certain appointees from the coverage of the law.

A–2. DELEGATION TO THE COMMISSION

Under Executive Order 10540 of June 29, 1954, this authority was delegated to the Chairman of the Civil Service Commission as follows:

"By virtue of the authority vested in me by section 202(c)(1)(C)[1] *of the Annual and Sick Leave Act of 1951, as added by the act of July 2, 1953, 67 Stat. 136, and by section 301 of title 3 of the United States Code, it is ordered as follows:*

"1. Subject to the provisions of section 2 hereof, officers in the executive branch of the Government and officers of the government of the District of Columbia, including officers of corporations wholly owned or controlled by the United States, who now or may hereafter occupy the positions set forth in the schedule attached hereto and made a part hereof are hereby designated as officers to whom the Annual and Sick Leave Act of 1951, as amended, shall not apply.

"2. The Chairman of the United States Civil Service Commission is hereby designated and empowered, without the approval, ratification, or other action of the President, to exercise the authority conferred upon the President by section 202(c)(1)(C)[1] *of the said Annual and Sick Leave Act of 1951, as amended, to designate officers in the executive branch of the Government and officers of the government of the District of Columbia, including officers of corporations wholly owned or controlled by the United States, to whom the said Annual and Sick Leave Act of 1951, as amended, shall not apply. The authority delegated by this paragraph to the Chairman of the Civil Service Commission shall be deemed to include the authority to add positions to, or delete positions from, the schedule of positions attached hereto and made a part hereof, as the Chairman may from time to time consider appropriate.*

"3. This order shall become effective immediately except that paragraph 1 thereof shall become effective on the first day of the first pay period of the respective officers concerned which begins after the date of this order."

A–3. CRITERIA AND OPERATING PROCEDURES FOR REQUESTING EXCLUSIONS

a. **Approval of criteria and operating procedures.** The Chairman of the Commission has approved the following criteria and operating procedures for use by heads of agencies in making recommendations to the Chairman for the exclusion of Presidential appointees from chapter 63 of title 5, United States Code.

b. **Criteria.** An officer may be recommended for exclusion from chapter 63 of title 5, United States Code, only if he is a Presidential appointee. In addition, the following factors should be considered:

(1) *Tenure.* The tenure of officers to be recommended for exclusion must be specifically limited or of uncertain duration.

(2) *Nature of position.* The officer so recommended should occupy a position at a level and of a type which generally has some or all of the following characteristics:

---

[1] Now section 6301(2)(xi) of title 5, United States Code.

(a) The office held is, generally speaking, a unique position in the agency;

(b) The incumbent has continuing responsibility for carrying out the duties of his office even during periods of absence from the office;

(c) The incumbent participates in high-level policy formulation and decisions based on public contacts outside official hours and away from his official post of duty; and

(d) The incumbent has freedom for self-supervision and responsibility.

c. **Form of submission.** Each agency is requested to submit its recommendations in duplicate in accordance with the following outline:

(1) *Officer's name.* Show the officer's full name exactly as it appears on the payroll.

(2) *Title.* Show the officer's official payroll title and include organizational or functional title if different.

(3) *Pay and authority.* Show officer's current base pay and cite the authority upon which the appointment and pay are based. (It must be clearly shown that the officer is a Presidential appointee.)

(4) *Tenure.* Show duration of appointment if specifically limited—if not specifically limited, explain why it is of uncertain duration.

(5) *Duties.* Describe in complete detail all aspects of the officer's duties and responsibilities which, under the criteria furnished above, appear to warrant his exclusion from chapter 63 of title 5, United States Code.

d. **Report of changes required.** Agency heads shall report any changes required in the list of exclusions published in this appendix.

A–4. LIST OF OFFICERS EXCLUDED FROM COVERAGE

Department of State

1. Commissioner, International Boundary Commission—United States, Alaska, and Canada.

2. Commissioner, International Boundary and Water Commission, United States and Mexico.[1]

Department of the Treasury

1. Director of the Mint.
2. Commissioner of Narcotics.
3. Treasurer of the United States.

Department of the Army

1. Commissioner, Mississippi River Commission.

Department of the Interior

(*a*) *Office of Territories:*

1. Government Secretary of Guam.
2. Government Secretary for the Virgin Islands.
3. High Commissioner of the Trust Territory of the Pacific Islands.
4. Governor of Guam.[1]
5. Governor of the Virgin Islands.[1]

Department of Labor

1. Director, Women's Bureau.

Delaware River Basin Commission

1. The Alternate U.S. Commissioner.

Government of the District of Columbia

1. Member, Public Utilities Commission.
2. Commanding General, D.C. National Guard.

General

➔Any person appointed by the President (other than postmasters, United States attorneys, and United States marshals) to a position in the Executive Schedule, or to a position in the executive branch for which there exists authority to set a rate of basic pay in excess of the maximum rate provided in the General Schedule.[2]←

---

[1] Added effective November 1, 1964.

[2] Amended effective July 1, 1968.

Appendix B. Charts to Facilitate Leave Computations

Contents

Chart	*Page*
Calendar of Pay Periods for Normal Years (365 days)	630-B-2
Calendar of Pay Periods for Leap Years (366 days)	630-B-4
Table Showing Leave Accrual by Pay Periods	630-B-6
Example of a Leave Year Table	630-B-7
Chart for Developing a Leave Year Table	630-B-7
→Table Showing Home Leave Earned at Any Month	630-B-8←

CALENDAR OF PAY PERIODS FOR NORMAL YEARS (365 DAYS)

This chart is for use in developing a leave year table for any year other than a leap year. The figures in any one column show the beginning and ending dates of the pay periods for the leave year which begins on the first date in the column. National holidays are indicated by "H" (except for Labor Day and Thanksgiving Day, which do not fall on fixed dates). See subchapter S2 of book 610 for instructions when a holiday falls on a nonworkday of an employee whose basic workweek is other than Monday through Friday.

Pay period [1]		Month	Columns													
			a	b	c	d	e	f	g	h	i	j	k	l	m	n
1	Begins	Jan	H	2	3	4	5	6	7	8	9	10	11	12	13	14
	Ends	Jan	14	15	16	17	18	19	20	21	22	23	24	25	26	27
2	Begins	Jan	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	Ends	Jan Feb	28	29	30	31	1	2	3	4	5	6	7	8	9	10
3	Begins	Jan Feb	29	30	31	1	2	3	4	5	6	7	8	9	10	11
	Ends	Feb	11	12	13	14	15	16	17	18	19	20	21	H	23	24
4	Begins	Feb	12	13	14	15	16	17	18	19	20	21	H	23	24	25
	Ends	Feb Mar	25	26	27	28	1	2	3	4	5	6	7	8	9	10
5	Begins	Feb Mar	26	27	28	1	2	3	4	5	6	7	8	9	10	11
	Ends	Mar	11	12	13	14	15	16	17	18	19	20	21	22	23	24
6	Begins	Mar	12	13	14	15	16	17	18	19	20	21	22	23	24	25
	Ends	Mar Apr	25	26	27	28	29	30	31	1	2	3	4	5	6	7
7	Begins	Mar Apr	26	27	28	29	30	31	1	2	3	4	5	6	7	8
	Ends	Apr	8	9	10	11	12	13	14	15	16	17	18	19	20	21
8	Begins	Apr	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	Ends	Apr May	22	23	24	25	26	27	28	29	30	1	2	3	4	5
9	Begins	Apr May	23	24	25	26	27	28	29	30	1	2	3	4	5	6
	Ends	May	6	7	8	9	10	11	12	13	14	15	16	17	18	19
10	Begins	May	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Ends	May Jun	20	21	22	23	24	25	26	27	28	29	H	31	1	2
11	Begins	May Jun	21	22	23	24	25	26	27	28	29	H	31	1	2	3
	Ends	Jun	3	4	5	6	7	8	9	10	11	12	13	14	15	16
12	Begins	Jun	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Ends	Jun	17	18	19	20	21	22	23	24	25	26	27	28	29	30
13	Begins	Jun Jul	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	Ends	Jul	1	2	3	H	5	6	7	8	9	10	11	12	13	14

(See next page for footnote)

CALENDAR OF PAY PERIODS FOR NORMAL YEARS (365 DAYS)—Continued

Pay period[1]		Month	Columns													
			a	b	c	d	e	f	g	h	i	j	k	l	m	n
14	Begins	Jul	2	3	H	5	6	7	8	9	10	11	12	13	14	15
	Ends	Jul	15	16	17	18	19	20	21	22	23	24	25	26	27	28
15	Begins	Jul	16	17	18	19	20	21	22	23	24	25	26	27	28	29
	Ends	Jul Aug	29	30	31	1	2	3	4	5	6	7	8	9	10	11
16	Begins	Jul Aug	30	31	1	2	3	4	5	6	7	8	9	10	11	12
	Ends	Aug	12	13	14	15	16	17	18	19	20	21	22	23	24	25
17	Begins	Aug	13	14	15	16	17	18	19	20	21	22	23	24	25	26
	Ends	Aug Sep[2]	26	27	28	29	30	31	1	2	3	4	5	6	7	8
18	Begins	Aug Sep[2]	27	28	29	30	31	1	2	3	4	5	6	7	8	9
	Ends	Sep	9	10	11	12	13	14	15	16	17	18	19	20	21	22
19	Begins	Sep	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Ends	Sep Oct	23	24	25	26	27	28	29	30	1	2	3	4	5	6
20	Begins	Sep Oct	24	25	26	27	28	29	30	1	2	3	4	5	6	7
	Ends	Oct	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	Begins	Oct	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Ends	Oct Nov	21	22	23	24	25	26	27	28	29	30	31	1	2	3
22	Begins	Oct Nov	22	23	24	25	26	27	28	29	30	31	1	2	3	4
	Ends	Nov	4	5	6	7	8	9	10	H	12	13	14	15	16	17
23	Begins	Nov	5	6	7	8	9	10	H	12	13	14	15	16	17	18
	Ends	Nov[3] Dec	18	19	20	21	22	23	24	25	26	27	28	29	30	1
24	Begins	Nov[3] Dec	19	20	21	22	23	24	25	26	27	28	29	30	1	2
	Ends	Dec	2	3	4	5	6	7	8	9	10	11	12	13	14	15
25	Begins	Dec	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Ends	Dec	16	17	18	19	20	21	22	23	24	H	26	27	28	29
26	Begins	Dec	17	18	19	20	21	22	23	24	H	26	27	28	29	30
	Ends	Dec Jan	30	31	H	2	3	4	5	6	7	8	9	10	11	12
27	Begins	Dec	31	x	x	x	x	x	x	x	x	x	x	x	x	x
	Ends	Jan	13	x	x	x	x	x	x	x	x	x	x	x	x	x

[1] These pay period numbers are for a leave year; they may not coincide with pay period numbers for payroll or other fiscal purposes.

[2] Labor Day holiday falls on the first Monday in September.

[3] Thanksgiving Day holiday falls on the fourth Thursday in November.

CALENDAR OF PAY PERIODS FOR LEAP YEARS (366 DAYS)

This chart is for use in developing a leave year table for any leap year. The figures in any one column show the beginning and ending dates of the pay periods for the leave year which begins on the first date in the column. National holidays are indicated by "H" (except for Labor Day and Thanksgiving Day, which do not fall on fixed dates). See subchapter S2 of Book 610 for instructions when a holiday falls on a nonworkday of an employee whose basic workweek is other than Monday through Friday.

Pay period [1]		Month	Columns													
			a	b	c	d	e	f	g	h	i	j	k	l	m	n
1	Begins	Jan	H	2	3	4	5	6	7	8	9	10	11	12	13	14
	Ends	Jan	14	15	16	17	18	19	20	21	22	23	24	25	26	27
2	Begins	Jan	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	Ends	Jan Feb	28	29	30	31	1	2	3	4	5	6	7	8	9	10
3	Begins	Jan Feb	29	30	31	1	2	3	4	5	6	7	8	9	10	11
	Ends	Feb	11	12	13	14	15	16	17	18	19	20	21	H	23	24
4	Begins	Feb	12	13	14	15	16	17	18	19	20	21	H	23	24	25
	Ends	Feb Mar	25	26	27	28	29	1	2	3	4	5	6	7	8	9
5	Begins	Feb Mar	26	27	28	29	1	2	3	4	5	6	7	8	9	10
	Ends	Mar	10	11	12	13	14	15	16	17	18	19	20	21	22	23
6	Begins	Mar	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	Ends	Mar Apr	24	25	26	27	28	29	30	31	1	2	3	4	5	6
7	Begins	Mar Apr	25	26	27	28	29	30	31	1	2	3	4	5	6	7
	Ends	Apr	7	8	9	10	11	12	13	14	15	16	17	18	19	20
8	Begins	Apr	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Ends	Apr May	21	22	23	24	25	26	27	28	29	30	1	2	3	4
9	Begins	Apr May	22	23	24	25	26	27	28	29	30	1	2	3	4	5
	Ends	May	5	6	7	8	9	10	11	12	13	14	15	16	17	18
10	Begins	May	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	Ends	May Jun	19	20	21	22	23	24	25	26	27	28	29	H	31	1
11	Begins	May Jun	20	21	22	23	24	25	26	27	28	29	H	31	1	2
	Ends	Jun	2	3	4	5	6	7	8	9	10	11	12	13	14	15
12	Begins	Jun	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Ends	Jun	16	17	18	19	20	21	22	23	24	25	26	27	28	29
13	Begins	Jun	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	Ends	Jun Jul	30	1	2	3	H	5	6	7	8	9	10	11	12	13

See next page for footnotes.

CALENDAR OF PAY PERIODS FOR LEAP YEARS (366 DAYS)—Continued

Pay period [1]		Month	Columns													
			a	b	c	d	e	f	g	h	i	j	k	l	m	n
14	Begins	Jul	1	2	3	H	5	6	7	8	9	10	11	12	13	14
	Ends	Jul	14	15	16	17	18	19	20	21	22	23	24	25	26	27
15	Begins	Jul	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	Ends	Jul Aug	28	29	30	31	1	2	3	4	5	6	7	8	9	10
16	Begins	Jul Aug	29	30	31	1	2	3	4	5	6	7	8	9	10	11
	Ends	Aug	11	12	13	14	15	16	17	18	19	20	21	22	23	24
17	Begins	Aug	12	13	14	15	16	17	18	19	20	21	22	23	24	25
	Ends	Aug Sep [2]	25	26	27	28	29	30	31	1	2	3	4	5	6	7
18	Begins	Aug Sep [2]	26	27	28	29	30	31	1	2	3	4	5	6	7	8
	Ends	Sep	8	9	10	11	12	13	14	15	16	17	18	19	20	21
19	Begins	Sep	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	Ends	Sep Oct	22	23	24	25	26	27	28	29	30	1	2	3	4	5
20	Begins	Sep Oct	23	24	25	26	27	28	29	30	1	2	3	4	5	6
	Ends	Oct	6	7	8	9	10	11	12	13	14	15	16	17	18	19
21	Begins	Oct	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Ends	Oct Nov	20	21	22	23	24	25	26	27	28	29	30	31	1	2
22	Begins	Oct Nov	21	22	23	24	25	26	27	28	29	30	31	1	2	3
	Ends	Nov	3	4	5	6	7	8	9	10	H	12	13	14	15	16
23	Begins	Nov	4	5	6	7	8	9	10	H	12	13	14	15	16	17
	Ends	Nov [3]	17	18	19	20	21	22	23	24	25	26	27	28	29	30
24	Begins	Nov [3] Dec	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	Ends	Dec	1	2	3	4	5	6	7	8	9	10	11	12	13	14
25	Begins	Dec	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Ends	Dec	15	16	17	18	19	20	21	22	23	24	H	26	27	28
26	Begins	Dec	16	17	18	19	20	21	22	23	24	H	26	27	28	29
	Ends	Dec Jan	29	30	31	H	2	3	4	5	6	7	8	9	10	11
27	Begins	Dec	30	31	x	x	x	x	x	x	x	x	x	x	x	x
	Ends	Jan	12	13	x	x	x	x	x	x	x	x	x	x	x	x

[1] These pay period numbers are for a leave year; they may not coincide with pay period numbers for payroll or other fiscal purposes.

[2] Labor Day holiday falls on the first Monday in September.

[3] Thanksgiving Day holiday falls on the fourth Thursday in November.

TABLE SHOWING LEAVE ACCRUAL BY PAY PERIODS [1]

Pay period [2]	Number of hours of leave					
	Less than 3 years of service [3]		3 to 15 years of service		15 or more years of service	
	Accrual	To accrue	Accrual	To accrue	Accrual	To accrue
1	4	100	6	154	8	200
2	8	96	12	148	16	192
3	12	92	18	142	24	184
4	16	88	24	136	32	176
5	20	84	30	130	40	168
6	24	80	36	124	48	160
7	28	76	42	118	56	152
8	32	72	48	112	64	144
9	36	68	54	106	72	136
10	40	64	60	100	80	128
11	44	60	66	94	88	120
12	48	56	72	88	96	112
13	52	52	78	82	104	104
14	56	48	84	76	112	96
15	60	44	90	70	120	88
16	64	40	96	64	128	80
17	68	36	102	58	136	72
18	72	32	108	52	144	64
19	76	28	114	46	152	56
20	80	24	120	40	160	48
21	84	20	126	34	168	40
22	88	16	132	28	176	32
23	92	12	138	22	184	24
24	96	8	144	16	192	16
25	100	4	154 [4]	6	200	8
26	104	0	160	0	208	0

---

[1] For full-time employees on the usual basic 8-hour workday. To determine number of hours of annual leave to be used or forfeited at close of the leave year, add number of hours in employee's leave balance to number of hours to accrue and subtract his leave ceiling.

[2] These pay period numbers are for a leave year; they may not coincide with pay period numbers for payroll or other fiscal purposes.

[3] Use this column for sick leave.

[4] Accrual is 10 hours for last full pay period in calendar year.

Chart for Developing a Leave Year Table

Pay periods	Months	Pay period dates						
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

Example of a Leave Year Table for 1964
(See Column e in Calendar for Leap Years)

Pay periods	Months	Pay period dates						
1	Jan	5						
								18
2	Jan	19						
	Feb							1
3	Feb	2						
								15
4	Feb	16						H
								29
5	Mar	1						
								14
6	Mar	15						
								28
7	Mar	29						
	Apr							11
8	Apr	12						
								25
9	Apr	26						
	May							9
10	May	10						
								23
11	May	24						H
	Jun							6
12	Jun	7						
								20
13	Jun	21						
	July							H
14	July	5						
								18
15	July	19						
	Aug							1
16	Aug	2						
								15
17	Aug	16						
								29
18	Aug	30						
	Sept		H					12
19	Sept	13						
								26
20	Sept	27						
	Oct							10
21	Oct	11						
								24
22	Oct	25						
	Nov							7
23	Nov	8			H			
								21
24	Nov	22				H		
	Dec							5
25	Dec	6						
								19
26	Dec	20					H	
	Jan						H	2

TABLE SHOWING HOME LEAVE EARNED AT ANY MONTH

HOME LEAVE TABLE

Month of service runs from a given date in one month through the day preceding the numerically corresponding day in the next month, e.g., service month of an employee who arrives in Manila on January 15 would run from January 15 through February 14.

Mo. of Svc	Accrual (Days)			Month of arrival abroad												Days Earned			Mo. of Svc
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
1st	0	0	1	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	0	0	1	1st
2d	0	1	1	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	0	1	2	2d
3d	1	1	1	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	1	2	3	3d
4th	0	1	2	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	1	3	5	4th
5th	1	1	1	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	2	4	6	5th
6th	0	1	1	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	2	5	7	6th
7th	0	0	1	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	2	5	8	7th
8th	1	1	2	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	3	6	10	8th
9th	0	1	1	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	3	7	11	9th
10th	1	1	1	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	4	8	12	10th
11th	0	1	1	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	4	9	13	11th
12th	1	1	2	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	5	10	15	12th
	5	10	15	TOTALS												5	10	15	

U. S. GOVERNMENT PRINTING OFFICE : 1970 O - 370-658

Current FPM Letters
as of August 31, 1990

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 531- 56

FPM Letter 531- 56

Published in advance
of incorporation in FPM

Supplement 990-2
RETAIN UNTIL SUPERSEDED

SUBJECT: Promotions and Equivalent Increase Determinations for Within-Grade Increase Purposes for Grades GS-1 and GS-2

Washington, D. C. 20415
February 16, 1982

Heads of Departments and Independent Establishments:

1. Purpose. On October 15, 1981, the President signed Executive Order 12330 which adjusted General Schedule rates of pay, effective the first day of the first applicable pay period beginning on or after October 1, 1981. The amount of the within-grade (step) increases between successive steps varies in the GS-1 and GS-2 grade levels of this schedule (attachment 1). (Variation between the steps of the above grades also occurred in pay schedules which were effective October 1, 1979, and October 1, 1980.) The purpose of this letter is to provide guidance in the application of the varied amounts in effecting a promotion or transfer to a higher grade of the General Schedule, or processing a change from a different pay system to the General Schedule.

2. Promotions or Transfers Within the General Schedule. Upon promotion or transfer from a position in one grade of the General Schedule to a position in a higher grade of the General Schedule, an employee is entitled to the lowest rate of the higher grade which exceeds his or her existing rate of basic pay by not less than two step-increases of the grade from which he or she is promoted or transferred. The two step-increases to be considered are the two consecutive steps above the step the employee held prior to promotion or transfer to the higher grade. In order to assist agencies in determining the proper rate for employees upon promotions, we have extended the rate range for GS-1 and GS-2 to provide two consecutive step rates above GS-1, step 10, and two consecutive step rates above GS-2, step 10. (See attachment 1.)

Examples

a. An employee is to be promoted from GS-2, step 3, $9913 per year, to a GS-3 position. The scheduled rate for GS-2, step 3, plus the sum of the next two consecutive step increases above GS-2, step 3, ($379) equals $10,292, the rate for GS-2, step 5. Since $10,292 falls between steps 1 and 2 of GS-3, the employee will be promoted to GS-3, step 2, $10,576 per year, absent any consideration of a higher previous rate.

b. An employee is to be promoted from GS-1, step 9, $10,178, to a GS-2 position. The scheduled rate for GS-1, step 9, plus the next two consecutive step increases above GS-1, step 9, equals $10,707 on the extended schedule. Since $10,707 falls between steps 6 and 7 of GS-2, the employee will be promoted to GS-2, step 7, $10,898, absent any consideration of a higher previous rate.

In the above examples, the employee's prescribed waiting period for advancement to the next higher step begins on the date of the promotion because, in both cases, the increase of two scheduled steps constitutes an equivalent increase.

Inquiries: Compensation Group, Office of Pay and Benefits Policy, Advisory Services Branch
(202) 632-5582

Code: 531, Pay under the General Schedule

Distribution: FPM Supplement 990-2

3. Movement from a Different Pay System to the General Schedule. When an employee is brought under the General Schedule from a different pay schedule or system, a determination must be made, for within-grade increase purposes, concerning whether the employee has received an equivalent increase within the requisite waiting period for the next within-grade increase. Under the recently revised definition of "equivalent increase," this determination is based on the amount of the within-grade increase and the waiting period for the step above the step in which the employee is placed. (See 5 CFR 531.403, FPM Letter 531-55, October 1, 1981.) For increases in pay not considered equivalent increases, e.g., a periodic wage adjustment for prevailing rate employees, see 5 CFR 531.407(c).

Examples

a. An employee paid under a prevailing rate schedule is to be moved to a GS-2 position. During the prior 52 weeks, the employee has been paid at the following rates as a result of the personnel actions indicated:

Grade	Per Hour	Per Annum	Nature of Action	Per Annum Increase
WG-1/1	$4.04	$8403.20	Career-Cond Appt	Not Applicable
WG-2/1	$4.23	$8798.40	Promotion	$395.20
WG-2/1	$4.55	$9464.00	Periodic Wage Adjustment	Not Applicable

Absent any consideration of a within-grade increase, and applying the maximum payable rate rules (5 CFR 531.203(c)), step 2 of GS-2 is appropriate for a promotion action as defined in 5 CFR 531.202(h)(2):

Grade	Per Hour	Per Annum	Nature of Action	Per Annum Increase
GS-2/2		$9603.00	Promotion	$139.00

The promotion ($139) to GS-2, step 2, is not equivalent to the within-grade increase ($310) between step 2 and step 3 of GS-2. However, the amount of the prior promotion ($395.20) to WG-2, step 1, is more than equivalent. Therefore, the waiting period for step 3 of GS-2 will begin with that promotion. (See also FPM Bulletin 531-107, July 1, 1981.)

b. An employee paid under a prevailing rate schedule is to be moved to a GS-2 position. During the prior 52 weeks, the employee has been paid at the following rates as a result of the personnel actions indicated:

Grade	Per Hour	Per Annum	Nature of Action	Per Annum Increase
WG-2/1	$4.23	$8798.40	Career-Cond Appt	Not Applicable
WG-2/1	$4.55	$9464.00	Periodic Wage Adjustment	Not Applicable
WG-2/2	$4.67	$9713.60	Within-Grade Inc	$249.60

Absent any consideration of a higher previous rate, step 3 of GS-2 is appropriate for the promotion action:

Grade	Per Hour	Per Annum	Nature of Action	Per Annum Increase
GS-2/3		$9913.00	Promotion	$199.40

The equivalent increase provisions of 5 CFR 531.407 apply when more than one pay increase (which is not a full amount of a within-grade or step increase in a General Schedule grade) occurs during a waiting period. The promotion ($199.40) to GS-2, step 3, is not equivalent to the within-grade increase ($265) between step 3 and step 4 of GS-2; nor is the amount ($249.60) of the within-grade increase in the prior grade equivalent. However, the total of the increases during the prior year ($249.60 plus $199.40) more than exceeds the amount of the equivalent increase between step 3 and step 4 of GS-2. Therefore, the waiting period for step 4 will begin with the promotion to GS-2, step 3.

c. An employee paid under a prevailing rate schedule is to be moved to a GS-1 position. During the prior 52 weeks, the employee has been paid at the following rates as a result of the personnel actions indicated:

Grade	Per Hour	Per Annum	Nature of Action	Per Annum Increase
WG-1/1	$4.04	$8403.20	Career-Cond Appt	Not Applicable
WG-1/2	$4.14	$8611.20	Within-Grade Inc	$208.00

Absent any consideration of a higher previous rate, step 2 of GS-1 is appropriate for the promotion action:

Grade	Per Hour	Per Annum	Nature of Action	Per Annum Increase
GS-1/2		$8620.00	Promotion	$8.80

The annual salary increase on promotion to the GS-1, step 2, is not equivalent to the within-grade increase ($278) between step 2 and step 3 of GS-1; nor is the total of the increases ($216.80) during the prior 52 weeks equivalent to the within-grade increase. Therefore, assuming that the employee would not have been promoted had his or her work not been of an acceptable level of competence, the employee is entitled to a within-grade increase to step 3, effective on the date of the promotion, assuming the promotion is effective at the beginning of a pay period. Otherwise, the within-grade increase would be effective the beginning of the first pay period after the effective date of the promotion.

Donald J. Devine
Director

Attachment

Attachment 1 to FPM Letter 531-56

GENERAL SCHEDULE (EXTENDED)

PER ANNUM RATES AND WITHIN-GRADE INCREASES

	1	2	3	4	5	6	7	8	9	10	Extended Steps	
GS-1	$8342 (278)	$8620 (278)	$8898 (277)	$9175 (278)	$9453 (162)	$9615 (275)	$9890 (275)	$10165 (13)	$10178 (261)	$10439 (268)	$10707 (268)	$10975
GS-2	9381 (222)	9603 (310)	9913 (265)	10178 (114)	10292 (303)	10595 (303)	10898 (303)	11201 (303)	11504 (303)	11807 (303)	12110 (303)	12413
GS-3	10235	10576	10917	11258	11599	11940	12281	12622	12963	13304	13645	13986

FPM Letter 531-57

Published in advance of incorporation in FPM supplement 990-2

RETAIN UNTIL SUPERSEDED

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 531-57

SUBJECT: Within-Grade Increases: Leave Without Pay and Completion of a Waiting Period

Washington, D. C. 20415
February 9, 1984

Heads of Departments and Independent Establishments:

1. This letter provides information to insure that agencies are following uniform procedures in computing excess LWOP for within-grade increase purposes when an employee has a change in scheduled tour of duty upon his or her return from leave without pay (LWOP) in accordance with 5 CFR 531.406(b)(2).

2. Employees at steps 1, 2, or 3 of General Schedule grades are permitted credit for two weeks of LWOP toward the completion of their waiting periods for within-grade advancement, four weeks' credit at steps 4, 5, or 6, and six weeks' at steps 7, 8, and 9. OPM staff frequently receive inquiries about how to determine the waiting period for an employee who has had excess LWOP and one or more changes in scheduled number of hours since the last equivalent increase. The question most frequently asked is what constitutes two, four, or six workweeks; i.e., is it the number of hours worked during the two, four, or six workweek period immediately prior to the LWOP, or the number of hours worked during the two, four, or six workweek period upon return from the LWOP?

3. The majority of agencies now apparently document the total number of hours of LWOP taken by an employee during a waiting period, and make a determination as to how many hours are creditable based on the tour of duty in effect at the end of the waiting period. While this conforms to the interpretation provided by OPM in the past, it has become evident that an employee who has a schedule change from full-time to part-time upon return to duty is often penalized while an employee who has a schedule change from part-time to full-time upon return receives a windfall.

4. In order to alleviate this problem and provide equity to similarly situated employees, we have determined that regardless of the tour of duty upon return to duty, the LWOP and waiting period extension must be made based on the tour of duty from which the LWOP was charged. (See example in attachment.)

Donald J. Devine
Director

Attachment

Inquiries: Compensation Group, Office of Pay and Benefits Policy, Advisory Services Branch
(202) 632-5582

Code: 531, Pay Under the General Schedule

Distribution: FPM Supplement 990-2

* U.S. GOVERNMENT PRINTING OFFICE 1983-381-393 1556

OPM FORM 852 1/79

Example*

An employee at step 1 of any General Schedule grade, who has a full-time schedule, 40 hours per week, takes 12 weeks LWOP and returns to a part-time tour of 20 hours per week. In determining the amount of LWOP which is creditable toward completing the within-grade waiting period, 80 hours--two workweeks--should be used. The remaining 400 hours should be divided by 40, the number of hours in the scheduled weekly tour of duty in effect at the time the LWOP was actually taken, extending the waiting period by 10 weeks.

An employee at step 1 of any General Schedule grade, who has a part-time schedule, 24 hours a week, takes 12 weeks LWOP and returns to a full-time tour. In determining the amount of LWOP which is creditable toward completing the within-grade waiting period, 48 hours--two workweeks--should be used. The remaining 240 hours should be divided by 24, the number of hours in the scheduled weekly tour of duty in effect at the time the LWOP was actually taken, extending the waiting period by 10 weeks.

By basing the computation on the tour in effect at the time the LWOP was taken, not the tour in effect at the end of the waiting period, both employees are treated equally.

*Step 1 is used in this example. However, any step could be used. Of course if the step used entitles the employee to more creditable LWOP, the postponement period would be shortened.

FPM Letter 531-60

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 531-60

Published in advance
of incorporation in FPM

chapter 531
RETAIN UNTIL SUPERSEDED

SUBJECT: Determining Hourly Rates of Pay for Salaried Employees

Washington, D. C. 20415
May 27, 1986

This letter supersedes FPM letter 531-59.

Heads of Departments and Independent Establishments:

SUMMARY

1. The purpose of this FPM letter is to provide information on the permanent change in the method of computing hourly rates of basic pay for salaried (annual rate) employees made by Public Law 99-272, the Consolidated Omnibus Budget Reconciliation Act of 1985, which was enacted on April 7, 1986. This letter also restates guidance previously provided in FPM letter 531-59 on how to convert an hourly rate of basic pay to an annual rate for pay-setting purposes in movements between pay systems and on pay adjustments for General Schedule supervisors of prevailing rate (wage) employees.

DETERMINING HOURLY RATES OF PAY

2. Public Law 99-272 amended 5 U.S.C. 5504(b) to provide that when it is necessary for pay computation purposes to convert an annual rate to an hourly rate, the annual rate must be divided by 2,087, rather than 2,080. The 2,087 divisor is to be used in determining the hourly rate of basic pay for employees in positions paid at an annual rate, including members of the Senior Executive Service, and for employees in receipt of annual premium pay. This change has no effect on the pay of wage employees or employees paid on a monthly, rather than biweekly, basis.

3. The effective date of the amendment of 5 U.S.C. 5504(b) is the first day of the first pay period beginning on or after March 1, 1986.

MOVEMENTS BETWEEN PAY SYSTEMS

4. When an employee moves from a position in which he or she is paid an hourly rate of pay to a position paid at an annual rate (e.g., from the Federal Wage System to the General Schedule), it is necessary to establish an equivalent annual rate for pay administration purposes. To determine the equivalent annual rate, multiply the employee's hourly rate of basic pay by 2,087. The 2,087 multiplier is also to be used to determine an hourly rate employee's retained rate if he or she becomes entitled to pay retention in a position paid at an annual rate.

PAY ADJUSTMENTS FOR GENERAL SCHEDULE SUPERVISORS OF WAGE EMPLOYEES

5. For the purpose of determining a General Schedule supervisor's eligibility for a pay adjustment under 5 U.S.C. 5333(b), agencies should divide the General Schedule supervisor's rate of basic pay by 2,087 and compare the resulting hourly rate with the hourly rates of basic pay for the wage employees supervised.

Constance Horner

Constance Horner
Director

Inquiries: Compensation Group, Office of Pay and Benefits Policy, Advisory Services Division, (202) 632-5582

Code: 531, Pay Under the General Schedule

Distribution: Basic FPM and FPM Supplement 990-2

OPM FORM [illegible] 6/82

*U.S. GOVERNMENT PRINTING OFFICE: 1986- 490-599:2473

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 531-61

SUBJECT: Pay and Leave Entitlements in Movements Between DC Government and Federal Agencies

Published in advance
of incorporation in FPM
chapters 531 and 630
RETAIN UNTIL SUPERSEDED

Washington, D. C. 20415
September 7, 1989

Heads of Departments and Independent Establishments:

SUMMARY

1. The purpose of this letter is to provide guidance to Federal agencies concerning pay and leave entitlements in movements between the government of the District of Columbia and Federal agencies. A chart summarizing these entitlements is attached.

ANNUAL AND SICK LEAVE

2. Section 207(c) of Public Law 99-335 amended 5 U.S.C. 6301(2)(B), which had included DC government employees within the definition of "employee" for purposes of Federal leave coverage. An individual first employed by the DC government on or after October 1, 1987, is now excluded from such coverage. For leave purposes, individuals who were never employed by the DC government before October 1, 1987, and who become employed by the DC government on or after that date are considered to have been "first employed" by the DC government on or after October 1, 1987. Individuals who were employed by the DC government (in any position) before October 1, 1987, and who are reemployed by the DC government on or after that date are considered to have been "first employed" by the DC government before October 1, 1987.

3. Annual and sick leave must be transferred from the DC government to a Federal agency in the case of individuals who were first employed by the DC government before October 1, 1987. Federal agencies may not accept the transfer of annual or sick leave earned by a DC government employee who was first employed by the DC government on or after October 1, 1987 (including employees of St. Elizabeths Hospital who transferred to the DC government on October 1, 1987, under Public Law 98-621).

4. A Federal employee who transfers to the DC government before or after October 1, 1987, is not entitled to a lump-sum payment for accumulated annual leave. Instead, the employee is entitled to credit from the DC government for his or her unused annual and sick leave.

5. Except for sick leave used in the computation of a retirement annuity, an employee who is separated from the Federal Government remains entitled to a recredit of sick leave if he or she is reemployed by the Federal Government within 3 years. (See 5 CFR 630.502(b).) This continues to apply to individuals who were first employed by the DC government before October 1, 1987.

MILITARY LEAVE

6. The transfer of military leave to and from the DC government is treated the same as sick leave, except that there is no provision for recrediting military leave after separation of less than 3 years.

Inquiries: Personnel Systems and Oversight Group, Office of Pay and Performance Management, Pay and Leave Administration Division (202) 632-5056

Code: 531, Pay Under the General Schedule

Distribution: Basic FPM and FPM Supplement 990-2

OPM FORM 892 6/82

USE OF "HIGHEST PREVIOUS RATE"

7. The rate of basic pay received by an individual employed by the DC government may be used as the employee's "highest previous rate" upon reemployment, transfer, promotion, demotion, reassignment, or change in type of appointment under the General Schedule or prevailing rate (wage) system, without regard to whether the individual was first employed by the DC government before or after October 1, 1987. (See 5 CFR 531.202(f) and 532.401.) Please note, however, that the Office of Personnel Management is proposing to change the "highest previous rate" regulations to provide that a rate received by an individual first employed by the DC government on or after October 1, 1987, may not be used as the employee's "highest previous rate." (See 54 FR 13196, March 31, 1989, and FPM Bulletin 531-137, April 13, 1989.)

CREDITABILITY OF DC GOVERNMENT SERVICE

8. Service credit for annual leave accrual purposes continues to be governed by 5 U.S.C. 6303(a), which allows credit for all service creditable for Federal retirement purposes. (Note: Creditable service for severance pay purposes is based on service that is creditable for annual leave accrual purposes. Therefore, since DC government service for individuals first employed by that government in a position covered by the Civil Service Retirement System before October 1, 1987, generally is creditable for retirement purposes, such service also is creditable for annual leave accrual and severance pay purposes. Additional questions regarding service credit for retirement purposes should be directed to OPM's Retirement and Insurance Group, (202) 632-5582.)

9. By law, DC government service continues to be creditable for within-grade increase purposes, without regard to whether the individual was first employed by the DC government on or after October 1, 1987.

Constance B. Newman
Director

Attachment

PAY AND LEAVE ENTITLEMENTS IN MOVEMENTS BETWEEN DC GOVERNMENT AND FEDERAL AGENCIES

	Individuals first employed by the DC government before 10/1/87	Individuals first employed by the DC government on or after 10/1/87
1. Upon movement from the DC government to a Federal agency (without a break in service), are annual and sick leave transferable?	Yes	No
2. Upon movement from a Federal agency to the DC government (without a break in service), are annual and sick leave transferable?	Yes	Yes
3. Upon reemployment in a Federal agency following separation from the DC government, is sick leave recreditable?	Yes, if reemployed within 3 years after separation from the DC government.	Only if the individual had previous service in a leave-earning position and is reemployed within 3 years after separation from that position.
4. Upon movement to or from the DC government without a break in service, is military leave transferable?	Yes	Yes
5. Upon movement from the DC government to a Federal agency (with or without a break in service), may a DC government pay rate be used as the "highest previous rate"?	Yes	Yes (pending proposed changes in "highest previous rate" regulations)
6. Is DC government service creditable for--		
a. annual leave accrual purposes?	Yes*	No
b. severance pay purposes?	Yes*	No
c. within-grade increase purposes?	Yes	Yes

*See paragraph #8 of FPM letter.

*U.S.GOVERNMENT PRINTING OFFICE:1989-240-571:80177

Office of Personnel Management

FPM Letter 536-4

Federal Personnel Manual System

FPM Letter 536-4

Published in advance of incorporation in FPM
supplement 990-2
RETAIN UNTIL SUPERSEDED

SUBJECT: Entitlements of Special Rate Employees on Pay Retention

Washington, D. C. 20415
January 4, 1985

Heads of Departments and Independent Establishments

SUMMARY

1. Special rate employees on pay retention are not entitled to an increase in pay by reason of the annual General Schedule pay adjustment. They are entitled to an increase in pay when there is an increase in special rates. The guidance in this FPM letter supersedes the guidance in FPM supplement 990-2, book 536, S4-4b(1), including Example 50.

EFFECT OF GENERAL SCHEDULE PAY ADJUSTMENT

2. Under 5 CFR 530.307 (revised in October 1982), the annual General Schedule pay adjustment has no effect on special rate schedules. OPM reviews each special rate schedule at least annually and adjusts it, if necessary, to reduce the effect of significant recruitment or retention problems in a particular occupation or geographic area. Therefore, an adjustment in a special rate schedule occurs only when OPM determines that it is necessary for recruitment or retention purposes.

3. Under the law and regulations governing entitlements of employees on pay retention, such an employee is entitled to 50 percent of each increase in "the maximum rate of basic pay payable for the grade of the employee's current position." (5 CFR 536.205(c).) In the case of a special rate employee, the maximum rate of the grade is the maximum rate of the special rate schedule.

4. Because the annual General Schedule pay adjustment has no effect on special rate schedules, there is no increase in the maximum rate of the special rate schedule by reason of the annual General Schedule pay adjustment. Therefore, special rate employees on pay retention are not entitled to an increase in pay by reason of the annual General Schedule pay adjustment.

EFFECT OF INCREASE IN SPECIAL RATES

5. When special rates are increased as a result of an OPM determination that an increase is warranted for recruitment or retention purposes, special rate employees on pay retention are entitled to an increase in pay as follows:

a. Employees on "retained special rates" before January 1979. If a special rate employee is retaining pay as the result of the termination or reduction of special rates before the first day of the first pay period beginning on or after January 11, 1979, the employee is entitled to 100 percent of the increase in the maximum rate of the special rate schedule. (See FPM supplement 990-2, book 530, appendix C, paragraph 9(a).)

b. All other special rate employees. A special rate employee on pay retention for any other reason is entitled to 50 percent of the increase in the maximum rate of the special rate schedule. (See FPM supplement 990-2, book 530, appendix D, paragraph 5.)

Donald J. Devine
Director

Inquiries: Compensation Group, Office of Pay and Benefits Policy, Advisory Services Division
(202) 632-5582

Code: 536, Grade and Pay Retention

Distribution: FPM Supplement 990-2

OPM FORM 652 6/82

☆U.S. GOVERNMENT PRINTING OFFICE: 1985-460-599:2159

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 536-6

Published in advance
of incorporation in FPM
chapter 536

RETAIN UNTIL SUPERSEDED

SUBJECT: FPM Guidance on Conversions Between Pay Systems

Washington, D. C. 20415
July 26, 1989

This letter supersedes FPM letter 536-5.

Heads of Departments and Independent Establishments

1. The purpose of this Letter is to provide guidance on conversions between pay systems.

2. Determining Entitlement to Grade Retention. When an employee is converted with his or her position to the General Schedule, he or she is entitled to grade retention if the representative rate of the General Schedule grade to which converted is lower than the representative rate of the grade from which converted. (See 5 CFR 536.201 and 536.102.) If the employee is not entitled to grade retention, the agency must set the employee's pay at the lowest rate of the General Schedule grade that equals or exceeds his or her rate of basic pay immediately prior to conversion. (The reason the agency must set the employee's pay in this way is that any reduction in pay would automatically entitle the employee to pay retention under 5 CFR 536.104(a).)

3. Determining Rate of Basic Pay under Pay Retention. When an employee becomes eligible for pay retention, his or her rate of basic pay must be determined under 5 CFR 536.205(b). If the employee's rate of basic pay immediately before he or she became eligible for pay retention can be accommodated in the rate range of the General Schedule grade, the employee is entitled to the lowest rate of the General Schedule grade that equals or exceeds his or her rate of basic pay immediately before he or she became eligible. If the employee's rate of basic pay immediately before he or she became eligible for pay retention exceeds the maximum rate of the General Schedule grade, the employee is entitled to retain a rate of pay that is in excess of the maximum rate.

4. Effect of COLA on Conversions Between Pay Systems. Basic FPM chapter 539 is obsolete. Therefore, the following information is provided to replace the material previously contained in subchapter 3 of FPM chapter 539, which concerned pay system conversions of employees in areas covered by the Cost-of-Living Allowance (COLA) program. This information is provided to assist agencies in determining entitlement to grade retention and computing COLA upon conversion of a position.

a. For the purpose of determining entitlement to grade retention, the comparison of representative rates must be made without considering COLA. If the employee is entitled to retain the grade of his or her position under the former pay system, he or she is not entitled to COLA during the two-year period of grade retention.

b. For the purpose of determining an employee's rate of basic pay under pay retention, COLA cannot be considered because "rate of basic pay" is defined as being "exclusive of additional pay o[f] any kind . . . ."

Constance B. Newman

Constance B. Newman
Director

Inquiries: Personnel Systems and Oversight Group, Pay and Performance Management, Pay and Leave Administration Division (202) 632-5056

Code: 536, Grade and Pay Retention

Distribution: Basic FPM and FPM Supplement 990-2

OPM FORM 832 6/82

* U. S. GOVERNMENT PRINTING OFFICE:1989-240-594:80162

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 550- 72

SUBJECT: Severance Pay; Transfer of Agency Functions to Private Organizations

FPM Letter 550- 72

Published in advance of incorporation in FPM

Supplement 990-2

RETAIN UNTIL SUPERSEDED

Washington, D. C. 20415
August 21, 1980

Heads of Departments and Independent Establishments:

The purpose of this letter is to provide guidance on the application of section 550.701(b)(6) of title 5, Code of Federal Regulations, which excludes from severance pay entitlement "an employee who, as the result of the transfer of the operation and maintenance responsibilities for a Federal project to a private organization, is offered *comparable* employment with the private organization or within 90 days of the date of transfer accepts any employment with the private organization." (underscoring added).

The use of the phrase, "the operation and maintenance responsibilities for a Federal project," is not subject to a narrow interpretation. Any Federal project or function for which the agency is responsible may be considered an "operation and maintenance" responsibility within the meaning of this regulation. It may be a project, such as an irrigation project, for which the agency may have obvious "operation and maintenance" responsibilities, or it may be a function, such as a wage survey or a classification survey, with less evident "operation and maintenance" characteristics.

For severance pay purposes, "comparable employment" is employment in which pay and benefits, and the monetary value thereof, are similar enough, after weighing the advantages of the total pay and benefits packages, that the employment offered may be considered substantially equal to the individual's Federal employment. Pay and benefits, such as leave, paid holidays, health benefits, life insurance, and retirement, need not be compared on an individual basis, but should instead be compared as a total pay and benefits package and include such other significant benefits as may be pertinent to the offer. When making a determination of "comparable employment," there is no requirement that pay rates or any individual benefit be identical or "equivalent" to that offered by Federal employment.

In making a distinction between "comparable" and "equivalent", the court, in *Akins v. United States*, 194 Ct. Cl. 477, 487 (1971), said:

> There is no doubt that certain differences do inhere between Federal service and any other type of public or private employment. For example, the employee who is separated from his position with the Federal Government no longer enjoys the umbrella protection provided by the Civil Service System and other applicable Federal statutes and regulations. Therefore, the creation of an equivalency standard, as it applies to the comparison of employment within and without the Federal service, would be a meaningless act inasmuch as said standard *could never be satisfied*. As there can be no *equivalent* employment outside the Federal Government within the accepted and reasonable definition of that term, *i.e.*, 'virtually identical,' there can be no offer of such employment.

Inquiries: Compensation Group, Office of Pay and Benefits, Advisory Service Unit, (202) 632-5582

Code: 550, Pay Administration (General)

Distribution: FPM Supplement 990-2

> An equivalency standard, therefore, can be applicable only to cases which involve a transfer entirely within the Federal service, in which it is theoretically and practically possible to offer the transferring employee an equivalent position. Such can never be the case when, as here, an employee transfers from a position with the Federal service to a position with a successor public non-Federal agency. Even though the non-Federal employment might offer advantages superior in many respects to Federal employment, it would still not be 'equivalent' thereto.

An employee is excluded from severance pay benefits if he or she is offered comparable employment with the private organization on or before the date of the transfer of the employee's function to the private organization, whether the employee accepts or declines the offer. An offer of comparable employment may be declined after the date of the transfer without affecting severance pay eligibility. If, however, the employee is employed in any position (comparable or otherwise) by the private organization within 90 days after the transfer of the employee's function to that organization, the employee is ineligible for severance pay.

Jule Sugarman

Jule M. Sugarman
Deputy Director

☆U.S. GOVERNMENT PRINTING OFFICE: 1980- 311-539:319

FPM Letter 550- 73

Published in advance
of incorporation in FPM
Supplement 990-2
RETAIN UNTIL SUPERSEDED

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 550- 73

SUBJECT: Elimination of Credit for Holidays in Calculating Lump-Sum Leave Payments

Washington, D. C. 20415
December 29, 1980

Heads of Departments and Independent Establishments:

1. Section 402 of Public Law 96-499, enacted into law on December 5, 1980, amended 5 U.S.C. 5551(a) by adding at the end of that section, "The period of leave used for calculating the lump-sum payment shall not be extended due to any holiday occurring after separation." A holiday, therefore, is no longer counted as a nonworkday in computing the lump-sum payment. The instructions in FPM Supplement 990-2, Book 550, Subchapter S2-3c on completing a lump sum payment are superseded.

EXAMPLE

An employee whose tour of duty was Monday through Friday separates on Friday, December 12, 1980, with an annual leave balance of 128 hours. Prior to the enactment of P.L. 96-499, the employee's annual leave of 128 hours would have been projected from Monday December 15 through Thursday, January 8, 1981, with December 25 and 26, and January 1 being counted as nonworkdays (i.e., days for which leave would not have otherwise been charged). The employee would have been paid for 152 hours (128 hours for the annual leave and 24 hours for the 3 holidays). With the amendment made by P.L. 96-499 in effect, the employee's annual leave of 128 hours would be extended through January 5, 1981. The employee would be paid for only the 128 hours of annual leave.

2. This amendment became effective on December 5, 1980. It applies only to employees who separated on, or after, December 5, 1980. Employees who separated prior to December 5, 1980, are entitled to the same lump-sum payment to which they would have been entitled if section 5551(a) had not been amended. Note, however, that December 26 is not treated as a holiday for employees who separated prior to December 5, 1980, since they would have separated prior to the signing of the Executive Order (see FPM Bulletin 610-32).

Jule Sugarman

Jule M. Sugarman
Deputy Director

Inquiries: Compensation Group, Office of Pay and Benefits Policy, Advisory Services Unit, (202) 632-5582

Code: 550, Pay Administration (General)

Distribution: FPM Supplement 990-2

U.S. GOVERNMENT PRINTING OFFICE: 1980- 341-393: 474

Office of Personnel Management

FPM Letter 550-74

Federal Personnel Manual System

FPM Letter 550- 74

Published in advance
of incorporation in FPM
Supplement 990-2
RETAIN UNTIL SUPERSEDED

SUBJECT: Use of a Mileage Radius in Defining "Official Duty Station" for Overtime Pay Purposes Under Title 5, United States Code

Washington, D. C. 20415
December 29, 1980

Heads of Departments and Independent Establishments:

1. The Comptroller General (52 Comp. Gen. 446) has allowed Federal agencies to establish a mileage radius from the permanent duty station of employees within which travel allowances and expenses otherwise considered for payment under Federal Travel Regulations are not payable, provided the mileage radius is predicated on a reasonable basis. FPM Letter 551-11 authorized Federal agencies to use an established mileage radius for overtime pay purposes under the Fair Labor Standards Act (FLSA). OPM added that an agency's use of a mileage radius must be uniform for both purposes; that is, if a Federal agency uses a mileage radius (e.g., 25 miles) for per diem purposes under Federal Travel Regulations, the same mileage radius must be used to determine when an employee's travel is within or outside the limits of the official duty station for overtime pay purposes under FLSA.

2. Federal agencies may also use an established mileage radius for defining the term "official duty station" for overtime pay purposes under section 5542(b)(2) of title 5, United States Code. Accordingly, agencies are authorized to use a mileage radius for this purpose, provided the same mileage radius is also used for per diem purposes under Federal Travel Regulations and for overtime pay purposes under FLSA. The definition of "official duty station" should be uniform for all three purposes.

Jule M Sugarman

Jule M. Sugarman
Deputy Director

Inquiries: Office of Pay and Benefits Policy, Compensation Group, Office of Personnel Management (202) 632-5582

Code: 550, Pay Administration (General)

U.S. GOVERNMENT PRINTING OFFICE: 1980- 341-393: 475

Distribution: FPM Supplement 990-2

Office of Personnel Management

FPM Letter 550-75

Federal Personnel Manual System

FPM Letter 550-75

Published in advance
of incorporation in FPM
Supplement 990-2
RETAIN UNTIL SUPERSEDED

SUBJECT: Severance Pay; Declination of Grade and/or Pay Retention

Washington, D. C. 20415
August 14, 1981

Heads of Departments and Independent Establishments:

1. The purpose of this letter is to provide guidance on the application of section 550.701(b)(2) of Title 5, Code of Federal Regulations, to employees who are separated involuntarily, not by removal for cause, after declining a position which would have provided grade and/or pay retention (5 U.S.C. 5361 et seq. and Part 536, Title 5, Code of Federal Regulations).

2. Section 550.701(b)(2) provides that severance pay

> does not apply to an employee who at the time of separation from the service, is offered and declines to accept an equivalent position in his or her agency in the same commuting area, including an agency to which the employee with his or her function is transferred in a transfer of functions between agencies. For purposes of this paragraph, an equivalent position is a position of like seniority, tenure, and pay other than a retained rate.

For the purposes of this regulation, the term "other than a retained rate" includes a rate of pay provided by grade and/or pay retention. Therefore, an offer of a position with grade and/or pay retention, entitlement to which derives from the personnel action, is not considered an equivalent offer and the declination of such a position would not preclude payment of severance pay if the employee is otherwise eligible. This does not apply when an employee, who is in receipt of grade and/or pay retention, receives an equivalent offer with continuing grade and or pay retention, entitlement to which was acquired through a previous action. For example, a GS-15 position was reclassified to a GS-13. The employee occupying the position was changed to the lower grade but received grade retention at the GS-15 level. During the 2-year grade retention period the employee becomes subject to a reduction-in-force action and is offered another GS-13 position with continuing grade retention (an equivalent position). The entitlement to grade retention derived from the reclassification action and not from the reduction-in-force action. If the employee declines the GS-13 position with the continuing grade retention, he or she is not entitled to severance pay since it is an equivalent offer.

3. The above guidance does not change the existing requirement of the regulation which precludes payment of severance pay when an employee declines a position of like tenure and pay other than a retained rate. For example, if an employee who is not entitled to grade and/or pay retention is offered and declines a lower-graded position with like tenure, and like (or greater) pay which is

---

Inquiries: Compensation Group, Office of Pay and Benefits Policy, 202-632-5582

Code: 550, Pay Administration (General)

Distribution: FPM Supplement 990-2

within the rate range of the lower grade, the employee is not entitled to severance pay since the position offered is an equivalent position (like tenure and pay other than a retained rate). It should be noted that the requirement of "like seniority" in 5 CFR 550.701(b)(2) was applicable only to the United States Postal Service.

Arch S. Ramsay

Arch S. Ramsay
Acting Deputy Director

Office of Personnel Management

FPM Letter 550-77

Federal Personnel Manual System

FPM Letter 550-77

Published in advance
of incorporation in FPM
supplement 990-2

RETAIN UNTIL SUPERSEDED

SUBJECT: Return Travel from an Uncontrollable Event

Washington, D. C. 20415
July 24, 1985

Heads of Departments and Independent Establishments:

SUMMARY

1. The rules for compensable travel time have been amended to pay General Schedule employees for time spent in return travel from an uncontrollable event to their official duty station. The guidance in this FPM letter supersedes the guidance on return travel in subchapter S1-3(b)(2) of book 550 of FPM supplement 990-2, including the examples in Case No. 1 and Case No. 5, with respect to General Schedule employees.

EFFECT ON GENERAL SCHEDULE EMPLOYEES

2. On October 12, 1984, the President signed the Department of the Interior and Related Agencies Appropriations Act of 1985. Section 322 of the Act contains a section amending 5 U.S.C. 5542(b)(2)(B)(iv) to read as follows:

> (iv) results from an event which could not be scheduled or controlled administratively, including travel by an employee to such an event and the return of such employee from such event to his or her official duty station. (underlining added to emphasize amending language)

3. In administering condition (iv), it had been an established principle in OPM guidance and Comptroller General decisions that (1) the travel to a temporary duty station and the return travel to the employee's official duty station were two separate and distinct travel situations, and (2) the determination as to whether such travel was compensable "hours of employment" must be made independently for each situation. 50 Comp. Gen. 519 (1971); 50 *id.* 674 (1971); 60 *id.* 681 (1981); B-196195, February 2, 1981; and B-210065, April 2, 1984.

4. Effective October 12, 1984, time spent by a General Schedule employee in return travel from an event that could not be scheduled or controlled administratively is compensable as hours of work under 5 U.S.C. 5542(b)(2)(B)(iv) and 5 CFR 550.112(g). Accordingly, the guidance in the examples in Case No. 1 and Case No. 5 of subchapter S1-3(b)(2) of book 550 of FPM supplement 990-2 concerning the noncompensability of return travel time is no longer applicable. Furthermore, the Comptroller General decisions cited in paragraph 3, above, are no longer controlling.

5. This FPM letter applies to General Schedule employees only. The guidance on return travel in subchapter S1-3(b)(2) of book 550 of FPM supplement 990-2, including the examples in Case No. 1 and Case No. 5, continue to apply to prevailing rate (wage) employees.

Loretta Cornelius
Loretta Cornelius
Acting Director

Inquiries: Compensation Group, Office of Pay and Benefits Policy, Advisory Services Division (202) 632-5582

Code: 550, Pay Administration (General)

Distribution: FPM and FPM Supplement 990-2

*U.S. GOVERNMENT PRINTING OFFICE:1985-460-572:2265

best copy available

Reproduced from poor document.

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 550-78

FPM Letter 550-78

Published in advance
of incorporation in FPM
Chapter 550
RETAIN UNTIL SUPERSEDED

SUBJECT: Interest on Back Pay

Washington, D. C. 20415
May 31, 1988

Heads of Departments and Independent Establishments:

SUMMARY

1. On May 20, 1988, OPM published interim regulations with a request for comments in the Federal Register to implement a section of Public Law 100-202, Further Continuing Appropriations for Fiscal Year 1988, which provides for payment of interest on back pay awards to Federal employees. The purpose of this letter is to provide additional guidance to agencies on the method of computing the amount of interest due.

BACKGROUND

2. The statute provides for payment of interest on all back pay awards under 5 U.S.C. 5596 that became final--i.e., no longer subject to reconsideration or higher level review or appeal--on or after December 22, 1987. Under OPM's regulations in 5 CFR Part 550, Subpart H, back pay is payable whenever an "appropriate authority" (including the head of an employing agency or his or her designee) determines that an employee has been affected by an "unjustified or unwarranted personnel action" that resulted in the withdrawal, reduction, or denial of all or part of the pay, allowances, and differentials otherwise due the employee. It should be noted that the term "unjustified or unwarranted personnel action" includes personnel actions and pay actions (alone or in combination).

IMPLEMENTATION

3. Agencies should review their records to determine whether interest must be computed and paid on awards of back pay that became final on or after December 22, 1987. Detailed instructions on the implementation of this provision are contained in the three attachments to this letter. Attachment 1 provides specific computation procedures. Attachment 2 lists the applicable interest rates and contains sample computations. Attachment 3 provides a sample computation worksheet with instructions.

Constance Horner

Constance Horner
Director

Attachments

Inquiries: Pay Administration Division, Office of Pay and Performance Management, Personnel Systems and Oversight Group (202) 632-5056

Code: 550, Pay Administration (General)

Distribution: Basic FPM and FPM Supplement 990-2

COMPUTATION PROCEDURES

1. The statute provides for payment of interest on all back pay awards under 5 U.S.C. 5596 that became final on or after December 22, 1987. Agencies are reminded that, in most cases, the actual date of the award or decision is not the date the decision becomes final--i.e., no longer subject to reconsideration or higher level review or appeal. For example, since timely filing of exceptions with the Federal Labor Relations Authority (FLRA) stays an arbitration award made under a negotiated grievance procedure, such an award becomes final only (1) when the time limit for filing exceptions expires, or (2) if timely exceptions are filed, when FLRA renders its decision on the exceptions.

2. Interest begins to accrue on the effective date of the withdrawal of pay, allowances, and differentials. As a result, most computations will involve a series of effective dates--one for each date (usually a pay date) on which the employee failed to receive an amount of pay, allowances, and differentials because of the unjustified or unwarranted personnel action.

3. The agency must issue the interest payment within 30 calendar days of the date on which accrual of interest ends. If issuance of the interest payment is delayed more than 30 calendar days after the date on which accrual of interest ends, interest must be recomputed based on a new ending date meeting the 30-day requirement.

4. The applicable interest rate is the "overpayment rate" adjusted quarterly by the Secretary of the Treasury and published in an Internal Revenue Service (IRS) Bulletin issued before the beginning of each quarter. The interest rates for all periods through June 30, 1988, are listed in attachment 2. Agencies may obtain the rates for future quarters by consulting the applicable IRS Bulletin or by contacting IRS.

5. Interest is computed according to the following compound daily interest formula:

$$A_n = M \text{ times } (1 + r)^n$$

where A_n is the total amount accrued on money amount M after n days at daily interest rate r (expressed as a decimal). Daily interest rates for all periods through June 30, 1988, are listed in attachment 2. For example, the total amount accrued on \$1000.00 during April 1986 (30 calendar days), at a 10 percent annual interest rate is computed as follows:

Daily interest rate = 10 divided by 36,500 = .000273972

A_{30} = \$1000.00 times $(1.000273972)^{30}$ = \$1008.25

Interest due = \$8.25

6. An agency may choose to perform this computation using either of two basic methods. The first method applies the compound interest formula directly by using calculators or computer programs that perform exponential functions. The second method uses compound interest tables that provide multiplier equivalents for the exponential function. These methods produce virtually identical results. Attachment 2 contains a sample computation using each method. Attachment 3 contains a sample computation worksheet with instructions that may be used with the second method.

7. Regardless of the method chosen, the amount of pay, allowances, and differentials incorporated into the computation on each effective date must be reduced by a prorated portion of the employee's earnings from other employment (if any) during the period covered by the corrective action. This reduction consists of three steps. First, divide the employee's total earnings from other employment by the total amount of back pay. Second, multiply the resulting ratio by the amount of pay, allowances, and differentials due on each effective date. Third, deduct the resulting money amount from the corresponding amount of pay, allowances, and differentials due on each effective date.

8. If an agency applies the compound interest formula directly, it must adjust the daily interest rate on the date of each interest rate change and the 1st day of a leap year or the year following a leap year.

9. An agency using compound interest tables may refer to any publication containing compound daily interest tables, such as IRS Revenue Procedure 83-7. Such tables list the multiplier factors that correspond to any combination of interest rates and elapsed days. Separate tables are provided for leap year computations.

For example, daily compounding for April 1986 (30 calendar days) at 10 percent per annum (a daily rate of .000273972) is equivalent to multiplying by a factor of 1.008251883. Therefore, to compound $1000.00 for April 1986-

Multiply $1000.00 by 1.008251883 = $1008.25

Interest due = $8.25

10. Agencies using compound interest tables must adjust the multiplier factor whenever a new effective date occurs, the interest rate changes, a leap year begins or ends, or a payment of back pay is issued.

11. An agency may round money amounts, daily interest rates, and multiplier factors when required by the limitations of reasonably available computational devices. However, each step of the computation should be carried to at least 4 decimal places, and the final money amount should be rounded to whole cents. Decimals ending in "5" or above should be rounded up--e.g., round .005 to .01.

12. OPM has requested a formal opinion from the Internal Revenue Service concerning the tax status of interest payments. Agencies will be advised when the opinion is received. In the interim, neither Federal Insurance Contributions Act (FICA) nor Federal income taxes should be withheld from interest payments.

13. If administratively feasible, an agency must issue the back pay and interest payments simultaneously. If simultaneous payment is not feasible (e.g., if back pay had been issued before the interest regulations were implemented), the agency should make the interest payment as soon as possible. When all or part of the payment of back pay was issued on or before the date on which the accrual of interest ends, the amount of the payment of back pay is subtracted from the accrued amount of back pay and interest effective with the date the payment of back pay was issued. Interest continues to accrue on the remaining amount of unpaid back pay (if any) and accrued interest until the date interest accrual ends.

CHANGES IN RATES FOR COMPUTATION OF INTEREST ON BACK PAY UNDER 5 U.S.C. 5596

The annual percentage interest rate for periods prior to July 1, 1975 was 6 percent per annum. The daily rates were .000163934 for leap years and .000164383 for non-leap years. The interest rate changed on the following dates:

DATE OF CHANGE:	ANNUAL INTEREST RATE:	DAILY INTEREST RATE "r":
July 1, 1975	9	.000246575
January 1, 1976	9	.000245901
February 1, 1976	7	.000191256
January 1, 1977	7	.000191780
February 1, 1978	6	.000164383
January 1, 1980	6	.000163934
February 1, 1980	12	.000327868
January 1, 1981	12	.000328767
February 1, 1982	20	.000547945
January 1, 1983	16	.000438356
July 1, 1983	11	.000301369
January 1, 1984	11	.000300546
January 1, 1985	13	.000356164
July 1, 1985	11	.000301369
January 1, 1986	10	.000273972
July 1, 1986	9	.000246575
January 1, 1987	8	.000219178
October 1, 1987	9	.000246575
January 1, 1988	10	.000273224
April 1, 1988	9	.000245901

COMPUTATION EXAMPLE ONE
DIRECT USE OF COMPOUND INTEREST FORMULA

FACTS--A decision overturning a suspension and ordering the payment of 4 weeks back pay under 5 U.S.C. 5596 becomes final on March 1, 1988. The gross amount of salary withheld for each of the 2 pay periods is $1000.00. The employee had $500.00 in other earnings during the period of the suspension. Accrual of interest ends on March 1, 1988.

Compute interest on the back pay award as follows:

STEP ONE--Determine the effective dates of the unjustified withdrawals of pay, allowances, and differentials. The pay dates for the 2 pay periods were December 29, 1987, and January 12, 1988.

STEP TWO--Reduce the amount of pay, allowances, and differentials for each effective date by the prorated portion of the employee's earnings from other employment during the period covered by the corrective action.

> $500.00 in other earnings divided by $2000.00 in total back pay = .25 ratio
>
> .25 times $1000.00 = $250.00 prorated amount of outside earnings to be deducted on each effective date
>
> $1000.00 minus $250.00 = $750.00 amount of pay, allowances, and differentials on each effective date

STEP THREE--Determine the interest rates to be used. IRS Revenue Bulletin No. 1987-50, dated December 14, 1987, lists the following overpayment rates:

October 1 to December 31, 1987--9 percent per annum
January 1 to March 31, 1988--10 percent per annum.

STEP FOUR--Determine the daily interest rates by dividing the annual interest rate by 36,500 (or 36,600 for a leap year.)

DAYS IN PERIOD	ANNUAL RATE	DAILY RATE
3 (Dec. 29-31, 1987)	9	.000246575
11 (Jan. 1-11, 1988)	10	.000273224
50 (Jan 12- March 1)	10	.000273224

STEP FIVE--Compute the accrued amount of back pay and interest for the first period using the compound interest formula.

$$A_3 = \$750.00 \text{ times } (1.000246575)^3 = \$750.5549295$$

STEP SIX--Carry the resulting accrued amount of back pay and interest over into the computation for each succeeding period, adding the appropriate additional amount of pay, allowances, and differentials on each effective date.

$$A_{11} = \$750.5549295 \text{ times } (1.000273224)^{11} = \$752.813775598$$

$$A_{50} = (\$752.813775598 + \$750.00) \text{ times } (1.000273224)^{50} = \$1523.4820065$$

CONCLUSION: The employee is due $1500.00 back pay (after deduction of outside earnings), plus $23.48 interest, less other applicable deductions. The interest payment must be issued by March 31, 1988.

COMPUTATION EXAMPLE TWO
USE OF COMPOUND INTEREST TABLES

FACTS--same as Example 1.

Compute interest on the back pay award as follows:

STEPS ONE through THREE--same as Example 1.

STEP FOUR--Determine the applicable multiplier factors using a book of compound daily interest tables. IRS Revenue Procedure 83-7 lists the following multiplier factors:

Daily compounding at this annual rate:	For this number of days:	Is the same as multiplying by a factor of:
9 percent	3 (Dec. 29-31)	1.000739906
10 percent	11 (Jan. 1-11)	1.003009568
10 percent	50 (Jan. 12-March 1)	1.013753022

* leap year table

STEP FIVE--Multiply the amount of pay, allowances, and differentials (after deductions for outside earnings as discussed in step two) due on the earliest effective date by the first multiplier factor.

Dec. 29-31: $750.00 times 1.000739906 = $750.5549295

STEP SIX--Carry the resulting money amount over into the computation for each succeeding period, adding the appropriate additional amount of pay, allowances, and differentials on each effective date.

Jan. 1-11: $750.5549295 times 1.003009568 = $752.813775598

Jan. 12-March 1: ($752.813775598 + $750.00) times 1.013753022 =

$1523.4820065

CONCLUSION: The employee is due $1500.00 back pay (after deduction of outside earnings), plus $23.48 interest, less other applicable deductions. The interest payment must be issued by March 31, 1988.

A sample computation worksheet completed for this example appears in attachment 3.

INSTRUCTIONS FOR SAMPLE COMPUTATION WORKSHEET

This worksheet is designed to be used in computations of interest on back pay that use the compound interest table computation method. This attachment contains a blank worksheet, and a completed worksheet displaying the computation example from attachment 2 to this letter. Complete each entry as follows:

Column A, PERIOD--Enter, in chronological order, the beginning and ending dates of each computation period. The first period begins on the first effective date of a withdrawal of pay, allowances, and differentials, and ends on the day before the next period begins. Subsequent computational periods begin on each effective date, the date of interest rate changes, the 1st day of a leap year or a year following a leap year, and the date on which a payment of back pay is issued. The last period ends on the date the accrual of interest ends.

Column B, ELAPSED DAYS--Enter the number of calendar days (including the beginning and ending dates) in the corresponding period entered in column A.

Column C, INTEREST RATE--Enter the annual percentage interest rate in effect during the period entered in column A.

Column D, $ DUE ON FIRST DATE IN A--Enter the amount of pay, allowances, and differentials (less the prorated portion of outside earnings) due on the beginning date entered in column A. Enter 0 if the 1st date in column A is not an effective date--e.g., if it is merely the date of an interest rate change. If the beginning date in column A is the date on which a payment of back pay has been issued, enter the amount with a negative sign.

Column E, MULTIPLIER FACTOR--Enter the multiplier factor corresponding to the number of elapsed days entered in column B at the interest rate entered in column C.

Column F, SUBTOTAL FROM PRIOR LINE--For the first line only, multiply the entry in column D by the entry in column E, and enter the product in column F of the second line. For each succeeding line, add the entry in column D to the entry in column F, multiply by the entry in column E, and enter the result in column F of the next line down. If a negative amount is entered in column D, that amount must be deducted from the entry in column F before multiplication. The last entry in column F minus the sum of all entries in column D is the total amount of accrued interest.

NOTE: Special care should be taken when completing columns B and E for a leap year. The occurrence of a leap year may affect the computation in two ways. Elapsed periods including February 29 will be 1 day longer, and multiplier factors will be slightly smaller.

SAMPLE COMPUTATION WORKSHEET

INTEREST ON BACK PAY

A	B	C	D	E	F
PERIOD	ELAPSED DAYS	INTEREST RATE	$ DUE ON FIRST DATE IN A	MULTIPLIER FACTOR	SUBTOTAL FROM PRIOR LINE
					XXXXXXXXXXXX XXXXXXXXXXXX

SAMPLE COMPUTATION WORKSHEET

INTEREST ON BACK PAY

A	B	C	D	E	F
PERIOD	ELAPSED DAYS	INTEREST RATE	$ DUE ON FIRST DATE IN A	MULTIPLIER FACTOR	SUBTOTAL FROM PRIOR LINE
12/29 to 12/31/87	3	9	750.00	1.000739906	XXXXXXXXXXXX XXXXXXXXXXXX
01/01 to 01/11/88	11	10	0	1.003009568	750.5549295
01/12 to 03/01/88	50	10	750.00	1.013753022	752.81377559
					1523.4820065

Office of Personnel Management

FPM Letter 551-22

Federal Personnel Manual System

FPM Letter 551-22

Published in advance
of incorporation in FPM

RETAIN UNTIL SUPERSEDED

SUBJECT: Paid Absences as "Hours of Work" Under the Fair Labor Standards Act

Washington, D. C. 20415
December 23, 1987

Heads of Departments and Independent Establishments:

SUMMARY

1. The purpose of this letter is to provide guidance to agencies for implementing the interim regulations published in the Federal Register on December 16, 1987, as a result of the U.S. Court of Appeals' decision in the matter of Chester Lanehart, et al. v. Constance Horner, et al.

BACKGROUND

2. On May 14, 1987, the U.S. Court of Appeals for the Federal Circuit issued its decision in the matter of Chester Lanehart, et al. v. Constance Horner, et al., 818 F. 2d 1574 (Fed. Cir. 1987). At issue was the quantum of "pay" to which appellants, Federal firefighters subject to the Fair Labor Standards Act (FLSA), were and are entitled during authorized absences from work under the "leave with pay" provisions of 5 U.S.C. § 6303 (annual leave), § 6307 (sick leave), § 6322 (court leave), and § 6323 (military leave). The Court of Appeals held that the "leave with pay" statutes prevent any reduction in the "customary and regular pay" of the appellants, including overtime pay under the FLSA. In effect, therefore, the Court of Appeals has invalidated OPM's regulations on the treatment of periods of paid absence in the computation of FLSA overtime pay entitlements for certain groups of employees.

3. The U.S. Solicitor General decided not to request a rehearing of Lanehart before the U.S. Court of Appeals for the Federal Circuit or to appeal the decision to the U.S. Supreme Court, and the decision on the merits of the case became final on July 21, 1987. However, the Court of Appeals remanded the case to the District Court for the District of Maryland for further consideration of the back pay issue. Additional guidance concerning back pay entitlements will be issued in future FPM issuances.

4. The Court of Appeals' decision overturns a longstanding principle upon which much of the Federal Government's FLSA pay administration policy was based--namely, that the administration of pay under the FLSA is entirely separate from pay administration under title 5, United States Code. The Court specifically concluded that the title 5 "leave with pay" statutes must be construed as covering compensation under a different statute--i.e., the Fair Labor Standards Act (title 29).

IMPLEMENTATION

5. The Office of Personnel Management has determined that the Court of Appeals' decision applies to any employee who receives additional

---

Inquiries: Pay Administration Division, Office of Pay and Performance Management, Personnel Systems and Oversight Group, (202) 632-5056

Code: 551, Pay Administration Under the Fair Labor Standards Act

Distribution: Basic FPM and FPM Supplement 990-2

compensation for overtime work on a "customary and regular" basis, including (1) annual premium pay for standby duty under 5 U.S.C. 5545(c)(1); (2) annual premium pay for administratively uncontrollable overtime (AUO) work under 5 U.S.C. 5545(c)(2); and (3) overtime pay for "regularly scheduled" overtime work, as defined in 5 CFR 550.103(p) and 610.102(g)--e.g., six 8-hour days each week or four 10-hour days each week (not under an Alternative Work Schedule). It should be noted, however, that the Court of Appeals' decision does not affect pay entitlements for FLSA exempt employees or any nonexempt employee who works 40 or fewer hours per week. In addition, the decision does not apply to any employee who performs irregular or occasional overtime work, as defined in 5 CFR 550.103(f), unless the employee is also in one of the three covered situations described above.

6. While the Court of Appeals' decision specifically addressed the "leave with pay" statutes under §§ 6303, 6307, 6322, and 6323 of title 5, United States Code, the interim regulations also encompass "paid absences" under § 6305 (home leave and shore leave) and § 6326 (funeral leave), holidays under § 6102 of title 5, United States Code, and excused absences. Therefore, if an employee in any of the three covered situations described above receives pay for periods of nonwork (leave, holidays, or excused absences), the hours of paid absence must be counted as if they were "hours of work" for the purpose of determining the employee's FLSA overtime pay entitlement.

7. OPM's interim regulations require Federal agencies to comply with the decision of the Court of Appeals retroactively to the first full biweekly pay period beginning on or after July 21, 1987, for all affected employees.

8. The attachment to this letter contains examples of overtime pay computations for employees engaged in firefighting activities, employees in receipt of annual premium pay for administratively uncontrollable overtime work (AUO) or standby duty (other than employees engaged in firefighting activities), and employees in receipt of overtime pay for regularly scheduled overtime work.

SUPERSEDED FPM GUIDANCE

9. This letter supersedes previous guidance published in the following FPM issuances:

a. Paragraph C of Attachment 4 and Example 2 of Attachment 5 to FPM letter 551-1;

b. Paragraph 7 of Attachment 2; Situations C and D of Example 1, Situations C and D of Example 2, and Situation F of Example 3 of Attachment 4 to FPM letter 551-5;

c. Paragraphs 1 and 3 of Attachment 3 to FPM letter 551-6; and

d. Situation D of the AUO example in Attachment 2 to FPM letter 551-14.

Constance Horner
Constance Horner
Director

Attachment

EXAMPLES OF FLSA OVERTIME PAY COMPUTATIONS UNDER LANEHART V. HORNER

The following examples illustrate the overtime pay computation process for employees engaged in firefighting activities, employees in receipt of annual premium pay for administratively uncontrollable overtime (AUO) work or standby duty (other than employees engaged in firefighting activities), and employees in receipt of overtime pay for regularly scheduled overtime work.

Example 1. Employees Engaged in Firefighting Activities

A GS-5, step 2, firefighter ($7.34 per hour) has an established work period of 14 days, is regularly scheduled to be on duty for six 24-hour shifts (8:00 a.m. one day until 8:00 a.m. the following day) during the work period, and takes 24 hours of annual and/or sick leave during the work period.

> Under title 5, the employee has a regularly scheduled tour of duty of 144 hours and receives basic pay of $587.20, plus premium pay for standby duty (25 percent of basic pay) of $146.80, for a total pay of $734.00 for the biweekly pay period.
>
> Under the FLSA, the employee has a regularly scheduled tour of duty of 144 hours. The employee is entitled to overtime pay for all hours that exceed 106 hours in the 14-day work period.

a. Title 5 Overtime Entitlement -- NONE

b. FLSA Overtime Entitlement

1. Overtime hours (144 - 106) (No deduction for annual/sick leave)	38 hours
2. Total remuneration	
Basic pay	$587.20
Standby premium pay	146.80
	$734.00
3. Hourly regular rate $734.00 / 144 hours = $5.10	
4. Additional pay due employee 1/2 x $5.10 x 38 hours	$96.90

c. Compare The FLSA overtime entitlement ($96.90) is greater than the title 5 overtime entitlement.

d. Pay the Employee

Basic pay + standby premium pay	$734.00
Additional pay under FLSA	96.90
Total pay for work period	$830.90

Example 2. Administratively Uncontrollable Overtime (AUO) Work

A GS-5, step 2, employee ($7.34 per hour) has a tour of duty of 8 hours a day, Monday through Friday, receives premium pay on an annual basis for AUO work (25 percent of basic pay), works a total of 10 hours of AUO work, and is paid for a legal public holiday on Monday.

	S	M	T	W	Th	F	S	Total
Regular hours			8	8	8	8		32
AUO work			3		2		5	10
Holiday		8						8
Total hours worked	0	8	11	8	10	8	5	50

a. Title 5 Overtime Entitlement - NONE

b. FLSA Overtime Entitlement

1. Overtime hours (50 - 40) (No deduction for paid holiday)	10 hours

Note: For nonexempt employees engaged in law enforcement activities, the current overtime standard under section 7(k) of the FLSA is 42 3/4 hours per week.

2. Total remuneration

Basic pay	$293.60
AUO pay	73.40
	$367.00

3. Hourly regular rate
$367.00 / 50 hours = $7.34

4. Additional pay due employee 1/2 x $7.34 x 10 hours	$36.70

c. Compare The FLSA overtime entitlement ($36.70) is greater than the title 5 overtime entitlement.

d. Pay the Employee

Basic pay + AUO pay	$367.00
Additional pay under FLSA	36.70
Total pay for workweek	$403.70

Example 3. Standby Duty

A GS-5, step 2, employee ($7.34 per hour) has a tour of duty of 8 hours a day (Monday through Friday), receives premium pay on an annual basis for 16 hours of standby duty on Monday and Thursday and 12 hours on Saturday (25 percent of basic pay), works a total of 8 hours of irregular, unscheduled overtime work during the workweek, and is paid for 8 hours of excused absence because of a snow emergency during the workweek. (Note: For purposes of deducting sleep periods, the employee is considered to be on a 24-hour tour of duty on Monday and Thursday.)

	S	M	T	W	Th	F	S	Total
Regular hours		8	8		8	8		32
Standby duty		16			16		12	44
Unscheduled overtime			3			5		8
Excused absence				8				8
Sleep periods deducted		-8			-8			-16
Total hours worked	0	16	11	8	16	13	12	76

a. Title 5 Overtime Entitlement

1 1/2 x $7.34 x 8 hours	$88.08

b. FLSA Overtime Entitlement

1. Overtime hours (76 - 40) (No deduction for excused absence) — 36 hours

2. Total remuneration

Basic pay	$293.60
Standby premium pay	73.40
Straight time for 8 hours unscheduled overtime ($367.00 / 68 hours = $5.40 x 8 hours)	43.20
	$410.20

3. Hourly regular rate
   $410.20 / 76 hours = $5.40

4. Additional pay due employee

1 x $5.40 x 8 hours	$ 43.20
1/2 x $5.40 x 36 hours	97.20
	$140.40

c. Compare The FLSA overtime entitlement ($140.40) is greater than the title 5 overtime entitlement ($88.08).

d. Pay the Employee

Basic pay + standby premium pay	$367.00
Overtime pay under FLSA	140.40
Total pay for workweek	$507.40

Example 4. Regularly Scheduled Overtime Work

A GS-5, step 2, employee ($7.34 per hour) has a tour of duty of 8 hours a day (Monday through Friday), performs 8 hours of regularly scheduled overtime work on Saturday, and takes 8 hours of court or military leave on Monday.

	S	M	T	W	Th	F	S	Total
Regular hours			8	8	8	8		32
Scheduled overtime							8	8
Court/military leave		8						8
Total hours	0	8	8	8	8	8	8	48

a. Title 5 Overtime Entitlement

1 1/2 x $7.34 x 8 hours	$88.08

b. FLSA Overtime Entitlement

1. Overtime hours (48 - 40) (No deduction for court/military leave)	8 hours
2. Total remuneration	
Basic pay	$293.60
Straight time for 8 hours scheduled overtime (293.60 / 40 = $7.34 x 8 hours)	58.72
	$352.32

3. Hourly regular rate
$352.32 / 48 hours = $7.34

4. Additional pay due employee	
1 x $7.34 x 8 hours	$58.72
1/2 x $7.34 x 8 hours	29.36
	$88.08

c. Compare Overtime entitlements under title 5 and FLSA are the same.

d. Pay the Employee:

Basic pay	$293.60
Overtime pay (FLSA or title 5)	88.08
Total pay for workweek	$381.68

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 551-23

FPM Letter 551-23

Published in advance
of incorporation in FPM
Chapter 551
RETAIN UNTIL SUPERSEDED

SUBJECT: Fair Labor Standards Amendments of 1989

Washington, D. C. 20415
March 30, 1990

Heads of Departments and Independent Establishments:

SUMMARY

1. On November 17, 1989, the President signed Public Law 101-157, the "Fair Labor Standards Amendments of 1989." The law amends section 6(a) of the Fair Labor Standards Act to provide for graduated increases in the Federal minimum wage rate. The law also authorizes employers to pay a "training wage" under certain circumstances. The purpose of this letter is to provide guidance to agencies concerning implementation of Public Law 101-157.

MINIMUM WAGE

2. Public Law 101-157 provides for graduated increases in the minimum wage rate for all Federal employees, including prevailing rate (wage) employees, as follows:

$3.80 an hour, beginning April 1, 1990, and

$4.25 an hour, beginning April 1, 1991.

3. These increases may not be effected later than April 1 of the applicable years, even though April 1 may not coincide with the beginning of a pay period.

TRAINING WAGE

4. Public Law 101-157 also authorizes employers to pay certain nonexempt employees a "training wage" of not less than $3.35 an hour for a period not to exceed 180 days, beginning April 1, 1990. After reviewing the Department of Labor's guidance on the implementation of the training wage in the non-Federal sector, the Office of Personnel Management will determine the applicability of the training wage to Federal agencies and employees.

Constance Berry Newman
Director

Inquiries: Pay and Leave Administration Division, Office of Pay and Performance Management, Personnel Systems and Oversight Group (202) 632-5056

Code: 551, Pay Administration Under the Fair Labor Standards Act

Distribution: Basic FPM and FPM Supplement 990-2

*U.S.GOVERNMENT PRINTING OFFICE:1990-260-571:00131

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 610-8

FPM Letter 610-8

Published in advance
of incorporation in FPM
Chapter 610 and
FPM Supp. 990-2
RETAIN UNTIL SUPERSEDED

SUBJECT: Observance of the Birthday of
Martin Luther King, Jr.

Washington, D. C. 20415
December 2, 1985

Heads of Departments and Independent Establishments:

1. Under Pub. L. 98-144, November 2, 1983, the birthday of Martin Luther King, Jr., will be observed as a legal public holiday each year on the third Monday in January beginning in January 1986.

2. The date of the first observance of this holiday is Monday, January 20, 1986.

3. For further guidance on the treatment of legal public holidays for Federal employee pay and leave purposes, please consult FPM supplement 990-2, book 610, S2, "Holidays."

Constance Horner

Constance Horner
Director

Inquiries: Compensation Group, Office of Pay and Benefits Policy, Advisory Services Division, (202) 632-5582

Code: 610, Hours of Duty

Distribution: Basic FPM and FPM Supplement 990-2

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 630-27

FPM Letter 630-27

Published in advance
of incorporation in FPM
Supplement 990-2
RETAIN UNTIL SUPERSEDED

SUBJECT: Annual Leave--Senior Executive Service

Washington, D. C. 20415
January 9, 1981

Heads of Departments and Independent Establishments:

1. The purpose of this letter is to provide guidance in the application of the statutory and regulatory provisions concerning maximum annual leave accumulations by employees serving in the Senior Executive Service (SES).

2. The law (5 U.S.C. 6304(f)) provides that there will not be a maximum limitation on annual leave accumulated "while serving in a position in the Senior Executive Service." Consistent with the statutory provision, 5 CFR 630.301(a) provides that the limitation on accumulation of annual leave imposed by 5 U.S.C. 6304(a), (b), and (c) will not apply to leave accrued by an individual while serving in the SES. Thus, only the annual leave which accrues while serving in the SES is protected from forfeiture. Annual leave in excess of the employee's maximum accumulation level which accrues prior to the employee's entry into the SES, and which has not been used by the beginning of the leave year immediately following entry into the SES, is subject to forfeiture and possible restoration under conditions provided by 5 U.S.C. 6304 (a), (b), (c) and (d). Entry into the SES does not change the time limit, established under 5 CFR 630.306 or 5 CFR 550.804, during which restored leave must be used in order to avoid forfeiture. The annual leave which is not subject to forfeiture and the annual leave which accrues while serving in the SES is carried forward into subsequent years without limitation or forfeiture as long as the employee remains in the SES.

3. Section 630.301(b) of Title 5, Code of Federal Regulations, provides for the proration of annual leave accrued during a pay period when an employee serves only a portion of the pay period in the SES. In other words, if an employee is appointed in, converted to, or separated from the SES without a break in service at other than the beginning or end of a pay period, the leave accrued during the part of the pay period before or after the personnel action shall be credited to the employee's regular annual leave account and SES annual leave account on a pro rata basis. (See Pro Rata Table, FPM Supplement 990-2, Book 630, paragraph S2-3c.)

4. Annual leave which accrues after the employee leaves the SES is subject, at the beginning of each leave year following service in the SES, to the personal leave ceiling established under the provisions of 5 CFR 630.301(c). The established ceiling will be equal to the accrued and accumulated annual leave to the employee's credit at the time of separation from the SES (excluding any restored annual leave, and any unused annual leave which was accrued prior to entry into the SES and was in excess of the employee's authorized maximum accumulation level at the time of entry into the SES). The personal leave ceiling will be not less than 30 days or 45 days, as appropriate, under 5 U.S.C. 6304(a) or (b). The personal leave ceiling will be

---

Inquiries: Compensation Group, Office of Pay and Benefits Policy, Advisory Services Unit, (202) 632-5582 or 5583

Code: 630, Absence and Leave

Distribution: FPM Supplement 990-2

reduced at the beginning of the first full pay period in each leave year by the amount of annual leave used during the preceding year which is in excess of the leave accrued during that year until the accumulated level equals 30 days, or 45 days, as appropriate.

5. Upon separation from the Federal service, the employee is entitled to receive a lump-sum payment for all the unused annual leave to his or her credit, including leave in excess of his or her leave ceiling and restored leave (5 U.S.C. 5551). The administrative authority to grant an employee terminal leave (as referenced in FPM Bulletin 920-43, July 10, 1980) immediately prior to separation from service, when it is known in advance that the employee will not return to duty, is limited to cases where the exigencies of the service require such action. In this connection, an exception to the terminal leave rule had previously been made to permit the use of annual leave, prior to separation, that would otherwise be forfeited because it would not be included in a lump-sum payment. However, this exception is no longer authorized since Public Law 93-181 amended 5 U.S.C. 5551(a) to provide lump-sum payment for all unused annual leave (54 Comp. Gen. 655, 53 Comp. Gen. 820, and 34 Comp. Gen. 61).

6. It should be noted that although 5 U.S.C. 6304(f) removes the limitation on the accumulation of annual leave for employees of the SES, the usual requirements relating to crediting, using, advancing and refunding leave continue to apply (e.g., must be employed for a full bi-weekly pay period to earn leave for that pay period).

Jule Sugarman

Jule M. Sugarman
Deputy Director

Office of Personnel Management

*
FPM Letter 630-28

Federal Personnel Manual System

FPM Letter 630- 28

Published in advance
of incorporation in FPM
Supplement 990-2
RETAIN UNTIL SUPERSEDED

SUBJECT: Annual and Sick Leave--Presidential Appointees

Washington, D. C. 20415
January 16, 1981

Heads of Departments and Independent Establishments:

1. Several inquiries have been received recently pertaining to the significant changes made to title 5, United States Code, by Public Law 95-519, October 25, 1978. The purpose of this letter is to provide an explanation of the changes and implementing guidance.

2. Prior to the enactment of PL 95-519, Presidential appointees in the legislative and judicial branches remained subject to the annual and sick leave provisions of title 5, United States Code, while most Presidential appointees in the executive branch were statutorily excluded (5 U.S.C. 6301(2)(x)-(xii)). PL 95-519 added Presidential appointees in the legislative and judicial branches (e. g., the Librarian of Congress and the Public Printer) to the list of employees previously exempt (5 U.S.C. 6301(2)). Additionally, the law extended to all Presidential appointees, whether in the executive, legislative, or judicial branches, certain new benefits. The following is a brief analysis of the changes to the various sections of title 5, United States Code, effected by PL 95-519:

a. Section 6301(2) was amended by the addition of a new clause (xiii) which exempts from the annual and sick leave provisions of chapter 63 of title 5 the Presidential appointees in the legislative and judicial branches. This change equalizes treatment for Presidential appointees in all three branches.

b. Sections 5551(b), 6302(e), and 6306(b) were amended to include the new clause (xiii), thus providing that Presidential appointees in the legislative and judicial branches be treated in the same way as Presidential appointees in the executive branch for the purpose of lump-sum payments, recredit of leave, or refund of lump-sum payments. Agencies are reminded that when a Presidential appointee who is excepted from the annual and sick leave provisions of title 5 retires or leaves the Government at the completion of the Presidential appointment and a lump-sum payment for any unused annual leave is made, the payment is based on the rate of pay which the appointee was receiving immediately before the date of the Presidential appointment. However, the time period over which the leave is projected is that immediately following the date of separation or retirement (5 U.S.C. 5551(b) and 40 Comp. Gen. 579).

c. Section 8339(m) was amended to provide that, for the purpose of annuity computation, the service of a Presidential appointee who (1) retires on an immediate annuity (FPM Supplement 831-1, S14-10) or (2) dies, leaving a widow or widower entitled to survivor annuity, is increased by the days of unused sick leave which have been held in abeyance from the date of the Presidential appointment.

Inquiries: Compensation Group, Office of Pay and Benefits Policy, Advisory Services Unit, (202) 632-5582

Code: 630, Absence and Leave

* U.S. GOVERNMENT PRINTING OFFICE 1980- 341-393 506

Distribution: FPM Supplement 990-2

* For information purposes, this letter is also being issued under FPM Code 831, Retirement

d. The amendments to sections 6301(2), 5551(b), 6302(e), and 6306(b) were effective on the first day of the first applicable pay period which began on or after October 25, 1978. The amendment made to 8339(m) applies only with respect to employees who retire or die on or after October 25, 1978.

3. When an employee subject to the leave system provided in chapter 63 of title 5 moves to a position which is excepted by 5 U.S.C. 6301(2)(x)-(xiii), the unused annual and sick leave standing to the credit of the employee is transferred with the employee. However, if the employee has any annual leave in a restored leave account under 5 U.S.C. 6304(d)(1), it is liquidated by lump-sum payment immediately upon transfer to the excepted position. The releasing agency shall record and certify leave data on the SF 1150, Record of Leave Data Transferred, and forward the leave record to the receiving or employing agency (FPM Supplement 990-2, Book 630, S2-9(c) and FPM Supplement 296-31, Book III, S1-12). The certified SF 1150 is retained by the employing agency and the leave held in abeyance for possible transfer or recredit upon subsequent employment (5 U.S.C. 6302(e) and 6306(b)) or for proper disposition upon separation or retirement (5 U.S.C. 5551(b) and 8339(m)).

4. If the employee elects to retire directly from a Presidential appointment, or if he or she dies while serving in such an appointment, a lump-sum payment is made for the unused annual leave by the employing agency and the unused sick leave is posted in the remarks column under service history of the SF 2806, Individual Retirement Record, prior to submission to the Office of Personnel Management (OPM). The method of reporting unused sick leave appears in FPM Supplement 831-1, subchapters S3-7 and S22. When OPM has incorrectly been advised of the amount of unused sick leave to the credit of an employee, the employing agency shall complete a SF 2806-1, Notice of Correction of Individual Retirement Record (FPM Supplement 831-1, appendix A, page A-12) and forward the form to:

Office of Personnel Management
Employees Service and Records Center
Boyers, Pennsylvania 16017

5. In view of the changes made by PL 95-519, agencies are requested to review and update, as necessary, their procedures for recording and transferring leave. Agencies shall also make corrections, as appropriate, in the records of affected employees retroactive to the effective dates (par. 2d above).

Jule Sugarman
Jule M. Sugarman
Deputy Director

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 630- 29

FPM Letter 630-29

Published in advance
of incorporation in FPM

Supp. 990-2

RETAIN UNTIL SUPERSEDED

SUBJECT: Leave Administration; Employee's Entitlement to Leave; Agency's Authority to Deny or Cancel Leave

Washington, D. C. 20415
January 28, 1981

Heads of Departments and Independent Establishments:

Agencies have frequently requested further guidance concerning the administration of the leave program, particularly with respect to those circumstances in which management must approve an employee's request for leave and those circumstances in which management may exercise discretion in granting, denying, or cancelling leave. The following guidance results from some of the more frequent inquiries received. Since law and OPM regulations permit agencies to exercise a great deal of discretion in establishing agency policy, regulations, and guidance, or provisions of negotiated agreements, such documents should be consulted to determine if they modify the guidance presented herein or establish other policies or procedures which are unique to the agency. It is good management for agencies to provide employees with comprehensive instructions (usually written) concerning the leave program, including such matters as when and to whom leave requests will be submitted, when documentation is required, what documentation is acceptable, and conditions under which leave will be advanced. It should be noted that generally an agency may not take adverse action based on the employee's use of leave which the agency has approved. (See the attachment to FPM Letter 752-11, paragraph 3-2b(4).)

1. Leave Requests. An agency may require a written request or application for leave (e.g., Standard Form 71 or other approved form). However, because annual leave forfeited because of illness or exigency of public business must have been requested and approved in writing to be subject to restoration (5 CFR 630.308), it is recommended that agencies require that annual leave requests, approvals, or denials be made in writing, except in emergency situations.

2. Authority to Approve, Deny, or Cancel Leave. Normally authority to approve leave requests is delegated to the lowest supervisory level having personal knowledge of the work requirements and of the employee's leave record. It is good practice to designate a primary and an alternate approving authority. In some instances, approval of leave requests is mandated by statute, Executive order, or negotiated agreement (paragraph 7). In other instances approval of leave requests is a discretionary matter (paragraph 8). When the day-to-day recording of leave usage or certification of time and attendance records is assigned to a time and attendance clerk, it is essential that the approving authority be advised when a problem or questionable situation arises and that he or she assume responsibility for any necessary action. Denial of a leave request or cancellation of approved leave normally needs to be based on the necessity for the employee's services. Leave must not be denied or canceled for arbitrary or capricious reasons. Denial or cancellation of leave is not disciplinary in character and must not be used as a punitive measure.

Inquiries: Advisory Services Section, Compensation Division, 632-5582 or extension 25582

Code: 630, Absence and Leave

Distribution: FPM Supplement 990-2

3 517

3. Recording Leave. Irrespective of the type of written request or application for leave which is required, the recording of an absence in an approved category on an official time or attendance record upon which salary payments are made reflects approval of the absence. When leave has been requested, approved, and used by an employee, retroactive substitution of one category of leave for another category may be made only under conditions of law or regulation which permit a change in statutory rights, e.g., an employee on approved annual leave becomes ill and upon return to duty requests substitution of sick leave for the annual leave (38 Comp. Gen. 354 and 5 CFR 630.405). An exception to this rule is the situation where it is subsequently established that the employee submitted fraudulent documentation or misrepresented either the time taken or the reason for the absence. If an employee is absent without leave having been approved, it is appropriate that the time be recorded as absent without leave (AWOL) and later changed to an approved leave category only when the approving authority determines that extenuating circumstances were such that the absence is improperly charged as AWOL.

4. Supporting Evidence. Regardless of the duration of the absence, the agency may consider the employee's personal certification (e.g., initials on the time and attendance report) as acceptable evidence for some absences, or the agency may establish a limit on the length of the absence (e.g., in excess of 3 days) or may specify a leave category (e.g., sick leave or military leave) for which evidence is required (e.g., medical certification or military orders) (5 CFR 630.403). In those instances in which a potential problem of excessive absenteeism is developing, a supervisor may, in accordance with agency policy, require documentation, in addition to that required of other employees, by providing the employee with a written notice explaining the reason for requiring evidence, the type(s) of acceptable evidence (eg., certificate from a physician or such other practitioner as may be designated), the conditions for presentation of the evidence in order to obtain approval of subsequent leave requests, and the consequences of not providing such evidence. Then an absence which has not been approved in advance is properly recorded as AWOL and changed to an approved leave category only when acceptable supporting evidence is submitted within the prescribed time or when the approving authority determines that circumstances are such that the absence is improperly charged as AWOL.

5. Advancing Leave. An employee may be advanced, at the beginning of the leave year or at any time thereafter, such annual leave as he or she may be expected to accrue during the leave year (5 U.S.C. 6302(d)). Agencies may also advance sick leave, when required by the exigencies of the situation, in cases of serious disability or ailment, not to exceed an amount which would cause a deficit in excess of 30 days (5 U.S.C. 6307). Approval of requests for advance leave is at the discretion of the agencies. However, an employee may not be advanced either annual leave or sick leave when it is known (or reasonably expected) that the employee will not return to duty, e.g., when the employee has applied for disability retirement. An employee does not have a vested right to advance leave, regardless of the circumstances. Before granting advance leave, it is recommended that the approving authority consider such matters as the expectation of return to duty, the need for the employee's services, the benefits to the agency in retaining the

employee, and the fact that, if the employee separates because of disability or illness (retirement or resignation), the agency has no authority to require repayment of the amount paid to the employee for advance leave (5 CFR 630.209(b)).

6. Leave Balances. The supervisor, as well as the employee, is responsible for knowing whether the employee has sufficient accrued leave for the category of leave requested. The agency has a responsiblity for keeping the employee informed of his or her leave balance, the date when annual leave may be forfeited if not used, and the amount potentially forfeitable. It is particularly important in cases of extended leave to establish a procedure whereby an employee will be informed of possible annual leave forfeiture and the need to schedule the leave in writing to ensure entitlement to restoration if the leave is forfeited.

7. Mandatory Approval of Leave Requests. There are instances in which approval of leave requests is mandatory. The mandatory requirement for granting leave in the following situations is based upon the assumption that the employee has followed leave procedures and has provided documentation acceptable to the agency. Further mandatory requirements for approval of leave within an agency may be established through negotiated agreement.

a. Treatment for Disabled Veterans. Executive Order 5396, July 17, 1930, requires that such annual or sick leave or leave without pay (LWOP) as is necessary for medical treatment of a disabled veteran shall be granted upon the employee's request and presentation of an official statement from a medical authority that such treatment is required. FPM Supplement 990-2, Book 630, S1-4, further extends the situations in which a leave of absence must be authorized for a disabled veteran to include examinations and absences from duty in connection with the disability (FPM Bulletin 630-34).

b. Military Service. An employee who is a member of a Reserve component or the National Guard (other than an intermittent employee or a temporary employee appointed for less than 1 year (54 Comp. Gen. 999) shall, upon request, be granted military leave to which he or she is entitled for performance of active duty or active duty for training (5 U.S.C. 6323). If a full-time or part-time employee (other than a temporary appointee) who is a reservist or National Guardsman is not entitled to, does not request, or has exhausted his or her military leave, he or she shall be granted annual leave or leave without pay, as requested, for performance of active or inactive duty (38 U.S.C. 2024(d)), except that if the reservist or National Guardsman is ordered to an initial period of active duty for training of not less than 3 consecutive months (38 U.S.C. 2024(c)), the agency has the option of granting annual leave or leave without pay, as requested, or of separating or furloughing the employee (5 CFR 353.104). However, if any employee (except a temporary employee) is to continue on active duty for an extended period (usually more than one year) (38 U.S.C. 2021 or 2024(a) or (b)), he or she, after exhausting any requested military leave to which entitled, shall be separated or furloughed (5 CFR 353.104) since the employee's entitlements, if eligible for restoration, will be the same as if continued in a leave status. A temporary employee (appointed for less than 1 year) may be granted annual leave or leave without pay for performance of active or inactive duty. An explanation of the applicable provisions of title 38 may be found in FPM Chapter 353.

c. Pending Retirement. To reduce the number of nonproductive hours of leave which an employee may use after the agency has made a preliminary determination that the employee meets requirements for disability retirement and OPM is processing the employee's application, the agency is encouraged to retain the employee in a work status to the extent that the employee is able to render useful and efficient service. The agency may temporarily assign the employee to limited duties, detail the employee to another position, or arrange a temporary change in the hours the employee is on duty (e.g., a combined schedule of work and leave). If the applicant cannot be retained in a duty status (or if the employee applies for optional or discontinued service retirement while incapacitated due to illness or injury), the employee shall be granted such unused sick leave, as he or she requests, only if the employee submits evidence which supports a determination by the agency that he or she is incapacitated for performance of the duties of his or her position and only for the period during which he or she remains incapacitated as supported by evidence acceptable to the agency (par. d below). Otherwise, the sick leave to the credit of an employee who retires on an immediate annuity shall be credited in the computation of his or her annuity (FMP Supplement 831-1, S3-7). For further information on use of leave after approval of disability retirement, see FPM Supplement 831-1, S10-11. It should be noted that even though supported by acceptable documentation, sick leave does not have to be exhausted before the effective date of retirement. The employee may prefer to use part of the leave and have the balance credited in the annuity computation.

d. Other Illness, Injury, or Pregnancy. An employee is entitled to use accrued and accumulated sick leave whenever he or she is incapacitated by illness, injury, or pregnancy; is receiving emergency medical, dental or optical examination or treatment; or would jeopardize the health of others because of exposure to a contagious disease (5 CFR 630.401). A handicapped employee who depends on an aid, mechanical or otherwise, to perform work normally is incapacitated without the aid. A seeing-eye dog, a wheelchair, or any prosthetic device may be considered an extension of the person and a grant of sick leave for such purposes as training, replacement, or repair is appropriate under the same conditions as any other incapacitation. Determining the nature of evidence required to decide whether the employee is incapacitated for work or whether the requirements are of an emergency nature is within the discretion of the agency. A request for sick leave for nonemergency services would be subject to the guidance provided in paragraph 8a for nonemergency examination or treatment.

8. Nonmandatory Approval of Leave Requests. Approval of requests for the following types of leave is discretionary under the circumstances indicated:

a. Sick Leave. Except for sick leave requests as discussed in paragraphs 7a, c, and d, requests for sick leave for nonemergency medical, dental, or optical examination or treatment, and requests for advance sick leave, even though submitted with proper evidence, may be denied if it is determined that the employee's services are needed. If the employee fails to follow prescribed procedures for requesting or documenting either emergency or nonemergency sick leave, the approving authority may deny the request if he or she considers that such extenuating circumstances as would warrant approval did not exist.

b. Annual Leave. Assuming that the employee has followed prescribed procedures for requesting leave, he or she has an absolute right to take annual leave, subject to the right of the agency to fix the time at which leave may be taken (39 Comp. Gen. 611 and 16 id. 481), except as discussed in paragraphs 7a and b. An agency is not obligated to approve a request for annual leave, except as provided in paragraphs 7a and b, whether made in advance or on an emergency basis, if the employee's services are required during the period involved. However, the employee and management official concerned are responsible for scheduling annual leave, which cannot be approved as initially requested, at a time which is mutually agreeable to both parties (Comp. Gen. decision B-189085, April 3, 1978, 57 Comp. Gen. 325, and 58 Comp. Gen. 684).

c. Leave Without Pay. Except as provided in paragraph 7 and subparagraph d below, approval of a LWOP request is at the discretion of the agency. Even though the reason for requesting LWOP is known to be legitimate, e.g., illness, injury, or personal emergency, the request may be denied if the employee's services are required or if the employee has not followed prescribed leave procedures. FPM Supplement 990-2, Book 630, subchapter S12, contains guidance on granting extended LWOP.

d. Employee's Compensation. An employee is entitled to use any accrued and accumulated sick leave to his or her credit when he or she suffers a work-related injury or illness, as provided in paragraph 7d for any illness or injury. While the employee is awaiting adjudication of a claim for employee's compensation by the Office of Worker's Compensation Programs, he or she is entitled to use available sick or annual leave, or LWOP, as requested. However, once entitlement to compensation payments has been awarded and the employee has either exhausted, or chooses not to use, available sick leave, the agency has discretionary authority in approving any further request for annual leave or LWOP. However, it is recommended that, under normal conditions, the employee be retained on the agency's rolls in a leave without pay status for at least one year (FPM Chapter 353, paragraph 6-1b).

9. Absence Without Leave. An absence from duty which is not authorized or approved (including leave which is not approved until required documentation is submitted), or for which a leave request has been denied, is properly recorded as AWOL. Recording an absence as AWOL is not a disciplinary action. It does not necessarily mean that the employee has insufficient reason for requesting leave but that the employee's presence is required and the reason for requesting leave is one for which approval is not mandatory. However, absences without approved leave can become the basis for initiating adverse action.

Jule M Sugarman

Jule M. Sugarman
Deputy Director

Office of Personnel Management

FPM Letter 630-30

Federal Personnel Manual System

FPM Letter 630-30 Advance Edition 4/12/82

Published in advance
of incorporation in FPM

Supplement 990-2
RETAIN UNTIL SUPERSEDED

SUBJECT: Military Leave; Reserves and National Guardsmen

Washington, D. C. 20415
April 23, 1982

Heads of Departments and Independent Establishments:

1. Public Law 96-431, effective October 1, 1980, amended section 6323 of title 5, United States Code, to provide accrual of military leave on a fiscal year basis, carry-over of unused military leave, and entitlement to military leave for part-time employees. Section 6323(a) now reads as follows:

> (1) Subject to paragraph (2) of this subsection, an employee as defined by section 2105 of this title or an individual employed by the government of the District of Columbia, permanent or temporary indefinite, is entitled to leave without loss of pay, time, or performance or efficiency rating for active duty or engaging in field or coast defense training under sections 502-505 of title 32 as a Reserve of the armed forces or member of the National Guard. Leave under this subsection accrues for an employee or individual at the rate of 15 days per fiscal year and, to the extent that it is not used in a fiscal year, accumulates for use in the succeeding fiscal year until it totals 15 days at the beginning of a fiscal year.
>
> (2) In the case of an employee or individual employed on a part-time career employment basis (as defined in section 3401(2) of this title), the rate at which leave accrues under this subsection shall be a percentage of the rate prescribed under (1) which is determined by dividing 40 into the number of hours in the regularly scheduled workweek of that employee or individual during that fiscal year.

2. OPM has received numerous inquiries regarding application of the provisions of Public Law 96-431. The attachment to this letter lists some of the questions received and our responses thereto. This FPM letter is prepared solely as guidance for agencies since OPM has no regulatory responsibility in the area of military leave. Agencies are reminded of their obligation to consult or negotiate, as appropriate, with recognized labor organizations in the implementation of Public Law 96-431. It should be noted that the basic eligibility requirements for military leave under the provisions of 5 U.S.C. 6323(a) remain unchanged, e.g., the employee must be a member of a Reserve component of the Armed Forces or the National Guard; must be serving in a permanent, temporary indefinite, temporary pending establishment of a register, or term appointment; and must be engaging in active duty or active duty for training. Military leave is not authorized for periods of inactive duty training (usually weekend drills) (Comptroller General decision B-188145, November 15, 1977).

Donald J. Devine
Director

Attachment

Inquiries: Advisory Services Section, Compensation Division, (202) 632-5582 or extension 25582

Code: 630, Absence and Leave

Distribution: FPM Supplement 990-2

MILITARY LEAVE

1. Q. Will OPM issue regulations to implement the changes in the law?

A. No. OPM does not have authority to regulate use of military leave and, therefore, will not issue regulations. We will, however, continue to provide guidance as we have in the past.

2. Q. The law provides for the accrual of military leave on a fiscal year basis, instead of a calendar year basis. What is meant by "to the extent that it is not used in a fiscal year, accumulates for use in the succeeding fiscal year until it totals 15 days at the beginning of a fiscal year"?

A. Under prior provisions of the law, military leave did not "accrue" or "accumulate." When a full-time employee who was a reservist or National Guardsman served on active duty or active duty training, he or she was entitled to leave without loss of pay not to exceed 15 days in a calendar year. If the reservist or National Guardsman did not serve for the full 15 days during the year, he or she had no entitlement to the unused military leave. However, under the current law an eligible employee accrues 15 days military leave (less for part-time employees) each fiscal year, and the military leave (not to exceed 15 days) which is unused at the beginning of the succeeding fiscal year is carried forward for use in addition to the days which are credited at the beginning of that fiscal year. This gives a full-time employee the potential of 30 days military leave during a fiscal year.

3. Q. We were not aware of the changes in the law. What should we do concerning the leave records of those employees who had military duty since October 1, 1980 and were incorrectly charged annual leave or leave without pay since they had previously used the 15 days military leave authorized for calendar year 1980, or who were part-time employees?

A. The provisions of Public Law 96-431 are retroactive to October 1, 1980, the beginning of the 1981 fiscal year. If an agency was not aware of the changes in the law or improperly interpreted the changes, a retroactive adjustment in the employee's leave record is appropriate if the employee requests that military leave to which he was entitled be substituted retroactively for the annual leave or leave without pay used during military duty on or after October 1, 1980. Agencies should notify the employees of their option to retroactively substitute military leave for annual leave or leave without pay which was incorrectly charged under these circumstances.

4. Q. If an employee did not use all of the 15 days authorized for calendar year 1980 under the prior provisions of the law, may the unused military leave be credited to the employee for use during fiscal year 1981?

A. No. Public Law 96-431 did not provide for the crediting of military leave which was unused in calendar year 1980 for use in fiscal year 1981. As explained in paragraph 2 above, the prior law provided entitlement to military leave only while the employee was on active military duty. If the employee did not use the 15 days of military leave authorized under the prior provisions of the law, he or she had no entitlement to that unused leave on or after October 1, 1980.

5. Q. If an employee was on military leave for a period which began prior to October 1, 1980 and ended after that date, how should the leave be charged?

A. Only the portion of the leave which occurred prior to October 1, 1980 may be charged to the military leave which was available for use during calendar year 1980. The balance of the period which occurred on or after October 1 may be charged to the 15 days authorized for fiscal year 1981 at the employee's option.

6. Q. How will the military leave accumulate, e.g., on a pay-period basis?

A. The law provides for accrual of the 15 days military leave (less for part-time employees) on a fiscal year basis and not in increments during a lesser time period. On October 1 of each fiscal year, or upon first appointment in the fiscal year, the account of each eligible employee shall be credited with the unused military leave remaining in the employee's account from the prior fiscal year (but not to exceed 15 days) plus 15 days (less for part-time employees) to which he or she is entitled for the current fiscal year.

7. Q. Suppose we know, or have reason to believe, that the employee will not continue employment with the Federal government for the full fiscal year, should we prorate the amount of military leave to be authorized to the employee on October 1 based on the portion of the year he or she is expected to continue as a Federal employee?

A. No. The law does not provide for proration under these circumstances. An eligible employee must be credited with the full 15 days (less for part-time employee) at the beginning of, or upon the first appointment in, the fiscal year, regardless of how long the individual is expected to be employed or whether he or she is expected to go on active duty before separation. The intent of Congress in providing military leave for Federal employees is that a member of the Reserves or National Guard shall not sacrifice pay or benefits while serving in the Armed Forces for limited periods of active duty, regardless of when he or she is called to duty during the fiscal year.

8. Q. What happens to the unused military leave when the reservist or National Guardsman is employed in another Federal agency during the same or a different fiscal year?

A. When the employee separates from an agency the unused military leave may be recorded in the remarks section of the Standard Form 1150, Record of Leave Data. If the employee transfers or is reemployed during the same fiscal year, the receiving agency may recredit the balance of unused military leave for use during that fiscal year and for carry-over into the succeeding fiscal year, as appropriate. If the employee is not reemployed during the fiscal year in which he or she separates, the unused leave may be recredited if he or she is reemployed in the Federal service during the fiscal year which immediately follows the fiscal year in which he or she separates from the Federal service. If the employee does not return to duty during the same fiscal year in which separated or during the succeeding fiscal year, there is no authority to recredit the leave if, at a later date, the employee returns to Federal employment.

9. Q. If the individual serves on active duty during a period when he or she is separated from Federal civilian service,should that time which would otherwise have been charged to military leave if the individual were a Federal employee be subtracted from the military leave to be recredited upon reemployment?

A. No. There is no authority to reduce the amount of authorized military leave by the days of military service performed during a period when the individual is not a civilian Federal employee.

10. Q. The law provides that an individual employed on a part-time career basis (as defined in 5 U.S.C. 3401(2)) may accrue military leave at a rate computed on the number of hours in the employee's regularly scheduled tour of duty. Section 3401(2) limits part-time career employment to a scheduled tour of 16 to 32 hours a week and excepts employment on a temporary or intermittent basis. Is a part-time employee who is scheduled to work less than 16 hours a week, or more than 32 hours a week, entitled to military leave?

A. No. Although OPM has granted agencies authority to schedule part-time employees from 1 to 15 hours a week (5 CFR 340.202(b)), these employees are not included in the definition found in 5 U.S.C. 3401(2) and, therefore, are not entitled to military leave. Neither are part-time employees with schedules of more than 32 hours a week or intermittent employees entitled to military leave. See question 16 regarding temporary appointees.

11. Q. In applying the formula for computing the military leave authorized for a part-time employee who is regularly scheduled to work 20 hours a week, the employee is entitled to accrue 7 1/2 days military leave per fiscal year (15x(20÷40)=7 1/2). Can the employee be granted the half day of military leave or should it be rounded off?

A. There is no provision for charging military leave in increments of less than one day (52 Comp. Gen. 471) or for rounding off a half day to a whole day. A partial day may be credited to the employee and carried forward into the succeeding fiscal year, except that it shall not cause the amount carried forward to exceed 15 days.

12. Q. How should the authorized military leave be computed when there is a change in the tour of duty for a part-time employee within a fiscal year, e.g., an employee who has been on a scheduled tour of 30 hours a week is changed to a scheduled tour of 20 hours a week?

A. The tour of duty which is appropriate at the time of the military duty and the days of military leave previously used during that fiscal year are considered in determining the military leave available for use when a change in the tour of duty is involved. If the employee has been authorized and granted military leave under another tour of duty within the fiscal year, the days of leave used are subtracted from the days authorized under the current tour of duty to determine the number of days remaining for use.

Example: A reservist has a scheduled tour of 30 hours a week at the beginning of the first pay period in October. He accrues 11 1/4 days of military leave (15x(30÷40)=11 1/4) for that fiscal year. He has no unused military leave from the prior fiscal year. In November he serves on active military duty for 5 days, leaving a balance of 6 1/2 days of unused military leave. However, in January his tour of duty is changed to 20 hours a week. His authorized military leave for the fiscal year then becomes 7 1/2 days (15x(20÷40)=7 1/2). The employee has used 5 days military leave during the fiscal year; therefore, he has a balance of 2 1/2 days (7 1/2-5=2 1/2) available for use during the remainder of the fiscal year or for carry-over into the succeeding fiscal year.

13. Q. How should the military leave be computed when the part-time employee has a regularly scheduled tour of duty in successive weeks of 30, 20, 35, and 25 hours a week, then repeats the cycle? Or the employee has a regularly scheduled tour of duty of 30 hours a week for 2 weeks, 20 hours a week for 2 weeks, and 25 hours a week for 2 weeks, then repeats the cycle?

A. When the scheduled tour of duty for a part-time employee varies as provided in the examples, the scheduled hours of duty for the cycle may be averaged for use in the computation of military leave accrual.

Example 1: The average number of scheduled hours a week during the cycle is 27 1/2 hours ((30+20+35+25)÷4=27 1/2). Therefore, the employee accrues 10 1/3 days military leave (15x(27 1/2÷40)=10.3125).

Example 2: The average number of scheduled hours a week during the cycle is 25 hours ((30+30+20+20+25+25)÷6=25). Therefore, the employee accrues 9 1/3 days military leave (15x(25÷40)=9.375).

NOTE: In the above examples some of the computations have been rounded off to provide for a partial day which may conveniently be expressed as a fraction. A fraction of a day shall not be rounded off to a whole day.

14. Q. Can the hours a part-time employee works which are in excess of the hours he or she is scheduled to work be considered in the computation of military leave accrual as is the case in computing annual leave accrual for part-time employees?

A. No. The law provides that the rate at which military leave accrues for a part-time employee is based upon the number of hours in the regularly scheduled workweek of that employee and not upon the number of hours he or she works.

15. Q. Are part-time career employees charged military leave only for those days on which they have a scheduled tour of duty?

A. No. The military leave authorized by 5 U.S.C. 6323(a) for part-time career employees is charged on a calendar-day basis, just as it is for full-time employees. Military leave is charged for intervening nonworkdays and holidays but not for nonworkdays occurring at the start and close of the military leave period (Comp. Gen. decision B-133674, December 30, 1957).

16. Q. Section 6323(a)(1) of title 5, United States Code, authorizes military leave for "permanent or temporary indefinite" employees. Section 6323(a)(2) authorizes military leave for part-time career employees as defined in section 3401(2) which excludes "temporary or intermittent" employees. In the past "temporary indefinite" for the purpose of military leave has been defined to include employees with temporary appointments of one year or more. In other cases it has been defined to include employees with appointments of more than one year. Please clarify these requirements.

A. Both full-time employees and part-time career employees (16-32 hour tour per week) with permanent, TAPER, or term appointments, or temporary appointments of one year or more, are entitled to military leave, if otherwise eligible. Employees with temporary appointments of less than one year, with temporary appointments not to exceed one year, or with intermittent work schedules are not entitled to military leave. (Note: This also clarifies FPM Letter 630-29, para. 7b.)

17. Q. How does Public Law 96-431 affect entitlement to miliary leave for law enforcement purposes (5 U.S.C. 6323(b)) or other provisions of law relating to military leave?

A. Public Law 96-431 does not change the provisions of 5 U.S.C. 6323(b), which authorizes military leave (not to exceed 22 workdays in a calendar year) for reservists or National Guardsmen who perform active duty for law enforcement purposes, nor does it change 5 U.S.C. 6323(c) concerning the entitlement of the National Guard of the District of Columbia to unlimited military leave for the purpose of parade or encampment. Neither does Public Law 96-431 change 5 U.S.C. 5519 which provides that civilian pay for the period of military leave under 5 U.S.C. 6323(b) or (c) shall be offset to the extent of the military pay received.

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 630-31

FPM Letter 630-31

Published in advance
of incorporation in FPM
Supplement 990-2
RETAIN UNTIL SUPERSEDED

SUBJECT: Buy Back of Annual Leave; Workers' Compensation Program

Washington, D. C. 20415
October 6, 1983

Heads of Departments and Independent Establishments:

1. An employee may use sick and/or annual leave during a period of absence due to an on-the-job injury or illness and, if his/her claim for compensation is approved by the Office of Workers' Compensation Programs (OWCP), may buy back all or part of the leave used and have it reinstated to his/her account (20 CFR 10.310). When the employee buys back leave, the records must be reconstructed on a pay period basis as of the time the leave was used to reflect the change from paid leave status to leave without pay (LWOP) and to recredit the annual and/or sick leave. In some cases when such adjustments involve prior leave years, unless the employee is counseled correctly, he or she may unwittingly buy back annual leave which immediately becomes subject to forfeiture.

2. If the employee buys back regular annual leave which is recredited to a prior leave year and the recredit causes a leave balance at the end of that leave year which is in excess of the maximum authorized accumulation (usually 240 hours), the excess leave will immediately be forfeited as of the beginning of the leave year following the year to which it is recredited (5 U.S.C. 6304). If buy-back leave is forfeited solely because it is in excess of the maximum authorized accumulation, it is not subject to the provisions of 5 U.S.C. 6304(d) which allow for restoration of annual leave which has been forfeited due to error, exigencies of public business, or sickness. (Comp. Gen. decision B-205709, March 16, 1983.)

3. If the buy-back annual leave is leave which had previously been restored under the provisions of 5 U.S.C. 6304(d), such leave is recredited to the employee's restored leave account as of the date it was used and is available for further use if the previously established 2-year limitation for use has not expired (5 CFR 630.306). However, if the 2-year limitation has expired, the recredited leave is forfeited as of the date originally established for forfeiture, and is not subject to further restoration under the provisions of 5 U.S.C. 6304(d). (Comp. Gen. decision B-205709, supra)

4. In decision B-205709, supra, the Comptroller General ruled that an agency has an obligation to advise an employee of all costs associated with buy back, including the potential forfeiture of annual leave upon reconstruction of leave records. In situations in which it appears that the agency failed to apprise the employee of the consequences of buying back leave which would be forfeited, the Comptroller General has stated that there would be no objection to retroactively returning the employee to an annual leave status to the extent necessary to avoid forfeiture of the repurchased leave. This procedure, of course, would also require a refund of compensation payments to OWCP for the period of annual leave. Such retroactive changes in payroll and OWCP records are costly and should be avoided by providing the employee with adequate guidance in advance of the buying back of leave.

Inquiries: Compensation Group, Office of Pay and Benefits Policy, Advisory Services Branch, (202) 632-5582

Code: 630, Absence and Leave

Distribution: FPM Supplement 990-2

5. Agencies should ensure that an employee who contemplates the buy back of annual leave is informed of the amount of leave which can be recredited for use and is advised not to buy back that which is subject to forfeiture. The employee should also be advised of other changes that result from the buy back of leave. For example, when the records are changed from a paid leave status to a LWOP status, the amount of leave previously accumulated while in a pay status will be reduced since leave does not accrue during a full pay period in a nonpay status. In addition, the employee will no longer be entitled to pay received for any holiday which was included within the period of LWOP. Such matters as adjustments in tax, retirement, and life insurance deductions should also be explained to the employee.

6. Your cooperation is requested in establishing procedures which will ensure that employees are properly informed, thereby avoiding unnecessary corrective actions.

Donald J. Devine
Director

This letter replaces the previous letter 630-32 which was printed on incorrect color paper.

FPM Letter 630-32

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 630-32

SUBJECT: Pay and Leave Entitlements in Movements Between DC Government and Federal Agencies

Published in advance
of incorporation in FPM
chapters 531 and 630
RETAIN UNTIL SUPERSEDED

Washington, D. C. 20415
September 7, 1989

Heads of Departments and Independent Establishments:

SUMMARY

1. The purpose of this letter is to provide guidance to Federal agencies concerning pay and leave entitlements in movements between the government of the District of Columbia and Federal agencies. A chart summarizing these entitlements is attached.

ANNUAL AND SICK LEAVE

2. Section 207(c) of Public Law 99-335 amended 5 U.S.C. 6301(2)(B), which had included DC government employees within the definition of "employee" for purposes of Federal leave coverage. An individual first employed by the DC government on or after October 1, 1987, is now excluded from such coverage. For leave purposes, individuals who were never employed by the DC government before October 1, 1987, and who become employed by the DC government on or after that date are considered to have been "first employed" by the DC government on or after October 1, 1987. Individuals who were employed by the DC government (in any position) before October 1, 1987, and who are reemployed by the DC government on or after that date are considered to have been "first employed" by the DC government before October 1, 1987.

3. Annual and sick leave must be transferred from the DC government to a Federal agency in the case of individuals who were first employed by the DC government before October 1, 1987. Federal agencies may not accept the transfer of annual or sick leave earned by a DC government employee who was first employed by the DC government on or after October 1, 1987 (including employees of St. Elizabeths Hospital who transferred to the DC government on October 1, 1987, under Public Law 98-621).

4. A Federal employee who transfers to the DC government before or after October 1, 1987, is not entitled to a lump-sum payment for accumulated annual leave. Instead, the employee is entitled to credit from the DC government for his or her unused annual and sick leave.

5. Except for sick leave used in the computation of a retirement annuity, an employee who is separated from the Federal Government remains entitled to a recredit of sick leave if he or she is reemployed by the Federal Government within 3 years. (See 5 CFR 630.502(b).) This continues to apply to individuals who were first employed by the DC government before October 1, 1987.

MILITARY LEAVE

6. The transfer of military leave to and from the DC government is treated the same as sick leave, except that there is no provision for recrediting military leave after separation of less than 3 years.

Inquiries: Personnel Systems and Oversight Group, Office of Pay and Performance Management, Pay and Leave Administration Division (202) 632-5056

Code: 630, Absence and Leave

Distribution: Basic FPM and FPM Supplement 990-2

USE OF "HIGHEST PREVIOUS RATE"

7. The rate of basic pay received by an individual employed by the DC government may be used as the employee's "highest previous rate" upon reemployment, transfer, promotion, demotion, reassignment, or change in type of appointment under the General Schedule or prevailing rate (wage) system, without regard to whether the individual was first employed by the DC government before or after October 1, 1987. (See 5 CFR 531.202(f) and 532.401.) Please note, however, that the Office of Personnel Management is proposing to change the "highest previous rate" regulations to provide that a rate received by an individual first employed by the DC government on or after October 1, 1987, may not be used as the employee's "highest previous rate." (See 54 FR 13196, March 31, 1989, and FPM Bulletin 531-137, April 13, 1989.)

CREDITABILITY OF DC GOVERNMENT SERVICE

8. Service credit for annual leave accrual purposes continues to be governed by 5 U.S.C. 6303(a), which allows credit for all service creditable for Federal retirement purposes. (Note: Creditable service for severance pay purposes is based on service that is creditable for annual leave accrual purposes. Therefore, since DC government service for individuals first employed by that government in a position covered by the Civil Service Retirement System before October 1, 1987, generally is creditable for retirement purposes, such service also is creditable for annual leave accrual and severance pay purposes. Additional questions regarding service credit for retirement purposes should be directed to OPM's Retirement and Insurance Group, (202) 632-5582.)

9. By law, DC government service continues to be creditable for within-grade increase purposes, without regard to whether the individual was first employed by the DC government on or after October 1, 1987.

Constance B. Newman
Director

Attachment

PAY AND LEAVE ENTITLEMENTS IN MOVEMENTS BETWEEN DC GOVERNMENT AND FEDERAL AGENCIES

	Individuals first employed by the DC government before 10/1/87	Individuals first employed by the DC government on or after 10/1/87
1. Upon movement from the DC government to a Federal agency (without a break in service), are annual and sick leave transferable?	Yes	No
2. Upon movement from a Federal agency to the DC government (without a break in service), are annual and sick leave transferable?	Yes	Yes
3. Upon reemployment in a Federal agency following separation from the DC government, is sick leave recreditable?	Yes, if reemployed within 3 years after separation from the DC government.	Only if the individual had previous service in a leave-earning position and is reemployed within 3 years after separation from that position.
4. Upon movement to or from the DC government without a break in service, is military leave transferable?	Yes	Yes
5. Upon movement from the DC government to a Federal agency (with or without a break in service), may a DC government pay rate be used as the "highest previous rate"?	Yes	Yes (pending proposed changes in "highest previous rate" regulations)
6. Is DC government service creditable for--		
a. annual leave accrual purposes?	Yes*	No
b. severance pay purposes?	Yes*	No
c. within-grade increase purposes?	Yes	Yes

*See paragraph #8 of FPM letter.

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 630-33

SUBJECT: Voluntary Leave Transfer Program

FPM Letter 630-33

RETAIN UNTIL SUPERSEDED

Washington, D. C. 20415
October 4, 1989

Heads of Departments and Independent Establishments:

1. Summary. On January 31, 1989, OPM published interim regulations with a request for comments in the Federal Register to implement the Voluntary Leave Transfer Program authorized by Public Law 100-566, the "Federal Employees Leave Sharing Act of 1988." This 5-year experimental program provides for the transfer of annual leave to employees experiencing a medical emergency. The purpose of this letter is (1) to provide further guidance to agencies in implementing the Voluntary Leave Transfer Program and (2) to provide various forms for agency use in administering this program.

2. Attachment 1 provides guidance to agencies in the form of questions and answers on the provisions of the law and OPM's implementing regulations. The answers presented are in response to the most frequently asked questions on the Voluntary Leave Transfer Program.

3. Attachments 2 through 5 provide three optional forms and one standard form developed by OPM to assist agencies in the transfer of annual leave under the program. These forms include:

- Optional Form 630 (June 1989), Leave Recipient Application, which may be used by employees who wish to apply to become a leave recipient under the program. (See attachment 2.)
- Optional Form 630-A (June 1989), Request to Donate Annual Leave to Leave Recipient (Within Agency), which may be used by employees who wish to donate annual leave to an approved leave recipient within the same employing agency. (See attachment 3.)
- Optional Form 630-B (June 1989), Request to Donate Annual Leave to Leave Recipient (Outside Agency), which may be used by employees who wish to donate annual leave to an approved leave recipient employed outside the agency of the leave donor. (See attachment 4.)
- Standard Form 1150-A (June 1989), Transfer of Leave Records for Leave Recipient Covered By the Voluntary Leave Transfer Program, which must be used when a current leave recipient transfers to another employing agency without a break in service. This form will be attached to the SF 1150, Record of Leave Data. (See attachment 5.)

4. Agencies are encouraged to use these forms as much as possible when transferring annual leave. All of the forms should be reproduced locally since they will not be printed and stocked by the General Services Administration.

Constance B. Newman
Director

Attachments

Inquiries: Personnel Systems and Oversight Group, Pay and Performance Management
Pay and Leave Administration Division, (202) 632-5056

Code: 630, Absence and Leave

Distribution: Basic FPM and FPM Supplement 990-2

OPM FORM 652 6/82

Voluntary Leave Transfer Program
Questions and Answers

1. Q. Does OPM plan to provide any guidance on what constitutes a "medical emergency"?

A. The statutory and regulatory definition of "medical emergency" is intended to provide each agency with maximum flexibility in implementing the Voluntary Leave Transfer Program. However, we believe Congress intended this program to be used chiefly in cases in which the employee's absence results from circumstances beyond his or her own control and in situations in which the employee is facing serious economic consequences because of the unavailability of paid leave. For example, we do not believe it was intended for use by an employee who wishes to take additional leave to care for a newborn or adopted child, unless extenuating circumstances exist (such as a serious medical condition affecting the mother or the child). In addition, we do not believe the program was intended for use by an employee who undergoes elective cosmetic surgery. Ultimately, the purpose of the program is to allow the Government to act as the agent for the transfer of leave from one employee to another. Consequently, we believe the program will tend to be somewhat self-policing.

2. Q. May an agency permit employees covered by the Voluntary Leave Transfer Program to participate in the Voluntary Leave Bank Program?

A. No. The law requires the Voluntary Leave Transfer and Voluntary Leave Bank Programs to be mutually exclusive. Employees will be eligible for coverage under one or the other program, but not under both programs. In addition, employees covered by a leave transfer program may not contribute annual leave to a leave recipient covered by a leave bank program.

3. Q. Under the definition of "family member" in §630.902(e), why did OPM include "any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship"?

A. OPM recognizes that there may be cases in which the traditional concept of a family relationship is not applicable, yet a close relationship to the leave recipient exists that is the equivalent of a family relationship. Some examples include foster children, step children, or an individual unrelated by blood who has shared the same household in a family-like relationship with the leave recipient for a substantial period of time. The definition of "family member" is virtually identical to the definition of "immediate relative" used for funeral leave purposes. (See 5 CFR 630.803(d).) The determination as to whether an individual meets the definition of "family member" for leave transfer (or leave bank) purposes must be made on a case-by-case basis.

4. Q. May an agency establish a cut-off date for the retroactive substitution of transferred annual leave to cover periods of leave without pay and/or an indebtedness for advanced annual or sick leave?

A. No. The law and OPM's interim regulations permit transferred annual leave to be substituted retroactively to the beginning of the medical emergency. However, agencies may administratively control when an employee may submit an application to become a leave recipient for a medical emergency that has terminated. For example, an agency could require that employees must submit an application within 30 days of the termination of the medical emergency in order for the application to be considered for approval.

5. Q. Is there an order of precedence in applying transferred annual leave (e.g., first apply the transferred annual leave to liquidate an indebtedness for advanced annual or sick leave, then apply the transferred annual leave to substitute for periods of leave without pay)?

A. No, unless an agency has a specific written policy under its voluntary leave transfer program to do so. The law and OPM's interim regulations do not require the application of transferred annual leave to liquidate an indebtedness for advanced annual or sick leave before substituting for periods of leave without pay. However, we believe the intent of the law is to permit the leave recipient to decide how transferred annual leave is used, and we plan to consider this issue before final regulations are issued later this year.

6. Q. Are agencies required to accept donations of annual leave from employees of other agencies under the Voluntary Leave Transfer Program?

A. Yes, interagency leave transfer is mandatory if any of the following conditions is met:

- ° If a family member of a leave recipient is employed by another agency and requests the transfer of annual leave to the leave recipient.
- ° If, in the judgment of the leave recipient's employing agency, the amount of annual leave transferred from leave donors employed by the leave recipient's employing agency may not be sufficient to meet the needs of the leave recipient.
- ° If, in the judgment of the leave recipient's employing agency, acceptance of leave transferred from another agency would further the purpose of the Voluntary Leave Transfer Program.

7. Q. Under the new law, how does leave accrued while using transferred annual leave affect a leave recipient who is able to work during his or her medical emergency?

A. The law and OPM's interim regulations provide that a leave recipient will earn annual and sick leave while using transferred leave, but only up to 40 hours of each, which are placed in separate accounts for use after the medical emergency ends. Some employees may be able to return to work on a temporary or part-time basis even though the medical emergency has not yet terminated.

If a leave recipient is able to work some of the time, the annual and sick leave earned while the employee is working should be placed in his or her regular annual and sick leave accounts. Because the purpose of the leave transfer program is to allow employees who have exhausted all their earned leave to use leave donated by others, the leave recipient must use up any leave earned while working on a temporary or part-time basis before using any additional transferred leave. (Note that an employee whose medical emergency is based on the sickness or disability of a family member cannot use sick leave to care for the family member. He or she need only exhaust any annual leave earned during the period of temporary or part-time work before using additional transferred leave. Even in this situation, however, the law requires agencies to set aside a maximum of 40 hours of sick leave (as well as annual leave) accrued while the leave recipient is using transferred leave. This leave must be placed in separate leave accounts for use after the medical emergency ends.)

8. Q. How does leave accrued while using transferred annual leave affect agencies that provide employees all of the annual leave they will accrue during the leave year at the beginning of the leave year?

A. OPM has made a technical change in the interim regulations issued on January 31, 1989, to address this situation. This technical change was published in the Federal Register on April 28, 1989. Agencies that make available at the beginning of the leave year the amount of annual leave the employee normally would accrue during the entire leave year under 5 U.S.C. 6302(d) must establish procedures to ensure to the extent practicable that 40 hours (or, in the case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's weekly scheduled tour of duty) of annual leave are placed in a separate annual leave account for use after the medical emergency terminates. Employees will continue to accrue annual leave while in a transferred leave status to the extent necessary for the purpose of reducing an indebtedness caused by the use of annual leave made available at the beginning of the leave year.

This technical change does not affect sick leave because a leave recipient continues to accrue sick leave while in a transferred leave status until he or she accumulates 40 hours (or, in the case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's weekly scheduled tour of duty).

9. Q. What guidance can OPM provide on establishing criteria for waiving the limitations on donating annual leave (5 U.S.C. 6334(b) and 5 CFR 630.908)?

A. The interim regulations require each agency to establish written criteria for waiving these limitations in unusual circumstances. Each agency has the authority to determine when an unusual circumstance exists. OPM believes the waiver authority should be applied on a case-by-case basis and that it would not be appropriate for an agency to authorize a waiver of the limitations on donating annual leave solely to avoid annual leave forfeiture at the end of the leave year.

10. Q. How does §630.910, "Termination of medical emergency," affect leave recipients who have experienced past medical emergencies?

A. The interim regulations were not intended to address the circumstance in which an employee who has experienced a medical emergency in the past may qualify to become a leave recipient and retroactively substitute transferred annual leave to cover periods of leave without pay and/or an indebtedness for advanced annual or sick leave. It is possible for the medical emergency to be terminated before the employee is approved to become a leave recipient. In these cases, it is the responsibility of the leave recipient's employing agency to determine the period of time during which annual leave donations may be accepted. OPM plans to consider this issue before final regulations are issued later this year.

11. Q. Can an agency approve an application to become a leave recipient when the employee has filed a claim for workers' compensation benefits?

A. Yes. The Voluntary Leave Transfer Program and workers' compensation programs administered by the Office of Workers' Compensation Programs (OWCP), Department of Labor, are not mutually exclusive. However, OPM believes that if a leave recipient elects to "buy back" annual leave as a result of a claim for an employment-related injury approved by OWCP, the amount of transferred annual leave bought back by the leave recipient should be restored to the leave donors.

12. Q. Does OPM plan to provide agencies with specific recordkeeping and reporting requirements for the Voluntary Leave Transfer Program?

A. Yes. OPM already has included some specific requirements in §630.913 of the interim regulations issued in the Federal Register on January 31, 1989. Additional recordkeeping requirements may be established later if circumstances require them. In addition, because OPM is required by law to report to Congress on the operation of the Voluntary Leave Transfer Program in October 1990 and again in April 1993, agencies should be prepared to provide written reports on their experience under this program approximately 6 months in advance of these dates.

Attachment 2 to FPM Letter 630-33

Leave Recipient Application Under The Voluntary Leave Transfer Program

Optional Form 630
June 1989
U.S. Office of Personnel Management
FPM Chapter 630

1. Applicant's Name *(Last, First, Middle)*

2. Social Security Number

3. Employee Number

4. Position Title, Pay Plan, and Grade/Pay Level

5. Name of Organization *(Agency, Department, Office, Division, Branch, etc.)*

6. Payroll Office Number

7. Nature and Severity of the Medical Emergency

8. Individual Affected by Medical Emergency *(Check One)*

☐ Employee ☐ Employee's Family Member

9. Date Medical Emergency Began

10. Date Medical Emergency Ended *(or is Expected to End)*

11. Name of Physician Who Will Verify the Medical Emergency *(Attach documentation from the physician (or other appropriate expert) showing the diagnosis, prognosis and duration of the illness.)*

12. What is the Applicant's Leave Balance as of End of Last Pay Period?

13. How Many Hours of Leave Without Pay Have Been Used for This Medical Emergency?

14. Does the Applicant Want a Description of the Medical Emergency Distributed to Servicing Personnel Offices so that Other Employees May Donate Leave to the Account?

☐ No ☐ Yes If "YES," Provide the Description Below.

☐ Check, If the Applicant Does Not Wish to Have Name Used With the Description or Disclosed to Anyone Except Supervisor, the Supervisory Channel and the Deciding Official, and Individuals Who Maintain the Program.

15. Name of Individual Completing the Application *(If Applying on Behalf of the Applicant)*

Relationship to Applicant

Telephone Number

16. I Certify that the Above Statements are True.
Signature of Applicant or Individual Applying on Behalf of the Applicant

Date Signed

Privacy Act Statement

Participation in this program is voluntary; however, solicitation of this information is authorized by P.L. 100-566 (October 31, 1988). The information furnished will be used to identify records properly associated with the application to become a leave recipient. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to a suit. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application.

17. First Level Supervisor's Recommendation, Signature, and Date Signed

☐ Approve ☐ Disapprove

18. Deciding Official's Decision. Signature and Date Signed

☐ Approve ☐ Disapprove

REPRODUCE LOCALLY

Attachment 3 to FPM Letter 630-33

Optional Form 630-A
June 1989
U.S. Office of Personnel Management
FPM Chapter 630

Request To Donate Annual Leave To Leave Recipient *(Within Agency)* Under The Leave Transfer Program

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of leave I am transferring also is not more than half the hours I will earn this year.

I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused leave remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, U.S.C., on the date the medical emergency terminates.

I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

Privacy Act Statement

This program is voluntary; however, solicitation of this information is authorized by P.L. 100-566 (October 31, 1988). The information furnished will be used to identify records properly associated with the leave donation. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to a suit. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the request to donate leave.

TO BE COMPLETED BY LEAVE DONOR

1. Name *(Last, First, Middle)*	2. Social Security Number	3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level		
5. Name of Organization *(Agency, Department, Office, Division, Branch, etc.)*		
6. Amount of Annual Leave as of End of Last Pay Period	7. Amount of Leave Projected to Forfeit This Leave Year as of End of Last Pay Period	8. Amount of Annual Leave To Be Transferred
9. Individual's Name or Identification Number to Whom Leave is Being Donated		
10. Signature		Date Signed

REPRODUCE LOCALLY

Optional Form 630-B
June1989
U.S. Office of Personnel Management
FPM Chapter 630

Request To Donate Annual Leave To Leave Recipient *(Outside Agency)* Under The Leave Transfer Program

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of leave I am transferring also is not more than half the hours I will earn this year.

I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused leave remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, U.S.C., on the date the medical emergency terminates.

I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

Privacy Act Statement

This program is voluntary; however, solicitation of this information is authorized by P.L. 100-566 (October 31, 1988). The information furnished will be used to identify records properly associated with the leave donation. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to a suit. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the request to donate leave.

PART A - TO BE COMPLETED BY LEAVE DONOR

1. Name *(Last, First, Middle)*
2. Social Security Number
3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level
5. Relationship of Leave Donor to Leave Recipient *(If any)*
6. Leave Donor's Agency *(Agency, Department, Office, Division, Branch, etc.)*
7. Amount of Annual Leave as of End of Last Pay Period
8. Amount of Leave Projected to Forfeit This Leave Year as of End of Last Pay Period
9. Amount of Annual Leave To Be Transferred
10. Leave Recipient's Name, Agency, Agency's Address, Organization *(Agency, Department, Office, Division, Branch, etc.)*
11. Leave Donor's Signature

Date Signed

PART B - TO BE COMPLETED BY EMPLOYING AGENCY OF LEAVE DONOR

INSTRUCTIONS: Upon completion and approval of this form, forward a copy to the leave recipient's employing agency as soon as possible so that the transfer of leave can take place.

12. Enter the Amount of Annual Leave to Be Credited to the Leave Recipient's Annual Leave Account ▶
13. If the agency is waiving the maximum limitations for leave donation under the Voluntary Leave Transfer Program, describe the special circumstance that warrants the waiver.
14. Name of Agency Contact Who Can Provide Further Information

Telephone Number

I certify that the leave donor currently has sufficient annual leave in his/her annual leave account to make a donation for the requested amount of annual leave and that the amount of the donation does not exceed the maximum limitations for leave donation under the voluntary leave transfer program. ▶ Signature of Authorizing Official and Date Signed

REPRODUCE LOCALLY

Attachment 5 to FPM Letter 630-33

Standard Form 1150-A
June1989
U.S. Office of Personnel Management
FPM Chapter 630

Transfer Of Leave Records For Leave Recipient Covered By the Voluntary Leave Transfer Program (Addendum To SF 1150)

Instructions:

If the employee at the time of his or her separation is a current leave recipient under the Voluntary Leave Transfer Program (authorized by Public Law 100-566) and is transferring to another Federal agency without a break in service, the employing agency from which the employee is transferring must complete this form (SF 1150-A) and attach it to the SF 1150, Record of Leave Data. Both the SF 1150 and SF 1150-A must be forwarded to the employing agency to which the employee is transferring.

TO BE COMPLETED BY TRANSFERRING AGENCY

1. Name of Current Leave Recipient *(Last, First, Middle)*			2. Social Security Number
3. Date Medical Emergency Began	4. Date Medical Emergency Terminated *(If applicable)*	5. Date Employee was Approved to Become a Leave Recipient	6. Effective Date of Separation *(Transfer)*

7. Total Hours of Annual Leave Donated to Leave Recipient as of the Date of Separation	8. Total Hours of Donated Annual Leave Used by the Leave Recipient as of the Date of Separation	9. Total Hours of Unused Donated Annual Leave as of the Date of Separation

10. Remarks *(Provide a list of all employees who donated annual leave to the leave recipient, including the total amount of annual leave donated by each employee.)*

11. Individual's Name Who Can Provide Further Information	Telephone Number
12. Authorizing Official's Name, Title, and Signature	Date Signed

REPRODUCE LOCALLY

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 990-3

FPM Letter 990-3

Published in advance
of incorporation in FPM
Supplement 990-2

RETAIN UNTIL SUPERSEDED

SUBJECT: Overtime Compensation for Time Spent Traveling

Washington, D. C. 20415
February 2, 1984

Heads of Departments and Independent Establishments:

1. Section 6101(b)(2) of title 5, United States Code, provides that an agency shall, to the maximum extent practicable, schedule the travel of an employee within the regularly scheduled workweek of the employee, i.e., during regular working hours. Further, section 5542(b)(2) of title 5, United States Code, provides that time spent traveling is only to be considered hours of work if,

> (A) the time spent is within the days and hours of the regularly scheduled administrative workweek of the employee, including regularly scheduled overtime hours; or
>
> (B) the travel (i) involves the performance of work while traveling, (ii) is incident to travel that involves the performance of work while traveling, (iii) is carried out under arduous conditions, or (iv) results from an event which could not be scheduled or controlled administratively.

2. As a separate issue, an employee is reimbursed for travel expenses under chapter 57 of title 5, United States Code. However, one rule for the payment of per diem involves delays by an employee in order to travel during regular working hours in compliance with the provisions of 5 U.S.C. 6101(b)(2). This has come to be known as the "two-day per diem" rule. It provides that when scheduling travel to permit it to occur during regular working hours would result in the payment of 2 days or more per diem, the employee shall be required to travel on his or her own time rather than on official time (46 Comp. Gen. 425).

3. The Civil Service Commission (now the Office of Personnel Management) interpreted this decision (46 Comp. Gen. 425) to mean travel outside regular working hours to comply with the "two-day per diem" rule could not be controlled realistically, and therefore, the travel resulted from an event which could not be scheduled or controlled administratively. The Commission published guidance advising that travel outside of regular working hours in order to comply with the "two-day per diem" rule was to be considered hours of work and those hours were compensable. (See case 5 on page 550-13 of Book 550 of Supplement 990-2.)

4. Subsequently, the Comptroller General has determined that complying with the "two-day per diem" rule for payment of travel expenses does not create an entitlement to overtime compensation, since per diem and overtime pay are governed by different criteria (60 Comp. Gen. 681). For example, an employee who completes his or her temporary duty on a Friday, and is not required to report for duty until Monday, will be required to return to his or her official duty station in compliance with the "two-day per diem" rule. Additionally, the time spent traveling outside regular working hours for compliance with the "two-day per diem" rule, in itself, does not result in the travel being considered hours of work and compensable.

Inquiries: Compensation Group, Office of Pay and Benefits Policy, Advisory Services Branch
(202) [illegible]

Code: [illegible], General and Miscellaneous

Distribution: FPM Supplement 990-2

Accordingly, the statement in case 5 concerning the compensability of return travel time for a training course completed on Friday is no longer applicable. Agencies should follow the CG decision cited in paragraph 4. In essence, the CG decision provides that mere compliance with the "two day per diem" rule does not entitle an employee to compensation for travel outside regular working hours. If delaying travel will result in the payment of two or more days per diem, the employee should be required to travel on his or her own time rather than official time.

Donald J. Devine
Director

SR 351.1
g448f

FPM Supplement 990-3

DEPOS
5 5 - 6

NATIONAL EMERGENCY STANDBY REGULATIONS (PERSONNEL AND MANPOWER)

Federal Personnel Manual System / United States Civil Service Commission

Federal Personnel Manual
Supplement 990–3

National Emergency Standby Regulations

(Personnel and Manpower)

Revised July 1971

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402

Introduction

Applicability of Regulations

This FPM Supplement contains the National Emergency Standby Regulations issued by the Civil Service Commission. These regulations, which become effective immediately upon an attack on the United States, supersede all standby regulations and instructions that were attached to mobilization circulars.

In a national emergency following an attack on the United States, the laws, rules, regulations, and instructions in the FEDERAL PERSONNEL MANUAL and its supplements will remain in effect except as they are suspended or modified by, or are otherwise inconsistent with, the emergency regulations in this supplement. Once activated, the standby regulations will remain in effect until the Commission determines they are no longer needed and terminates them.

Emergency Authority of the Commission

To provide the necessary additional legal authority to carry out its assigned responsibilities in a national emergency, it is expected that an Executive order, giving the Commission broad responsibility and authority for civilian manpower and personnel management in the executive branch, will be issued immediately following an attack, if this authority has not already been provided for the Commission prior to the attack. If the United States is attacked it may be assumed, unless notified otherwise, that the Commission has received a broad delegation of authority from the President to act for him in taking, directing, or authorizing emergency action in Federal civilian manpower and personnel management. More specifically the proposed Executive order would:

a. Direct and authorize the Commission, subject to national manpower and stabilization policies and regulations, to establish and administer any civilian manpower and personnel management policies, standards, rules, and regulations (including those related to pay or other appropriate payments to employees) that may be required for the effective operation of the Federal service.

b. Authorize the Commission to suspend, as necessary to carry out its responsibilities under this order, the operation of any provisions of laws, Executive orders, rules, or regulations except those provisions specifically designated for application in the national emergency.

Broad Authority Given to Agencies To Act in a Disaster Situation

The Commission has taken a number of specific actions to adjust the Federal personnel system to meet anticipated problems and emergency conditions. However, an attack on the United States will require agency officials to take immediate personnel actions to meet unprecedented personnel problems and needs which will occur during the ensuing disaster situation. Therefore, agencies will need to have broad authority to take any necessary personnel management action without regard to existing requirements or restrictions, except those specifically applicable to the disaster situation. This broad authority is provided to agencies in two ways:

1. *By Commission regulation 230.401 (reprinted on page M-230-1).* This regulation, upon an attack on the United States, authorizes agencies to take actions necessary to the effective functioning of their agencies during a disaster period without regard to existing Commission regulations or instructions. This authority applies only to actions over which the Commission has jurisdiction. Therefore, agencies needing to take action contrary to existing legal provisions which are not within the Commission's jurisdiction will have to take that action under the broader authority described below.
2. *By Executive order.* Immediately following an attack on the United States it is expected that the President will give the head of each executive branch agency and the District of Columbia Government broad authority to take any action relating to civilian personnel administration, including action relating to pay or other appropriate payments to employees, necessary to the effective functioning of his agency during a period of disaster in a national emergency.
   a. The scope of actions under this authority would not be limited by any lack of specific authority to take such actions or by any existing provisions of law inconsistent with the actions, unless those provisions are specifically designated as applicable to the national emergency.
   b. Actions taken would have to be consistent as far as possible with merit system principles and practices of Federal civilian personnel administration, and would have to be terminated as soon as conditions permit. Records would be required of the actions taken under this authority. The agency normally having pertinent jurisdiction, the President, or the Civil Service Commission, would be able to adjust or terminate the actions taken and the authority to take actions, in whole or in part.

➔*Relationship Between This Supplement and FPM Supplement 910-1*

The Commission's FPM SUPPLEMENT 910-1, National Emergency Readiness of Federal Personnel Management, is intended to assist agencies in developing their emergency preparedness plans. That supplement supersedes all mobilization circulars.

FPM SUPPLEMENT 910-1 is for current use in planning for emergency operations. It contains no standby regulations or instructions (as does this supplement) which would go into operation automatically in an emergency. It contains information on (1) emergency planning and operational authorities and responsibilities, (2) the Commission's emergency plans, and (3) a detailed description of the specific plan of the Commission which the standby regulations in FPM SUPPLEMENT 990-3 would put into effect upon an attack on the United States.

Agency mobilization planners should use both FPM supplements as a basis for developing emergency personnel and manpower plans for their agencies.←

Emergency Personnel Provisions Not Included in the Standby Regulations

Except as indicated below, the standby regulations are complete with respect to those emergency personnel and manpower actions which automatically are effective upon an attack on the United States.

1. *Providing benefits identical to the missing persons provisions of subchapter VII of chapter 55 of title 5, United States Code.* Immediately following an attack, it is expected that an Executive order will be issued to provide missing persons' benefits to all Federal and District of Columbia Government civilian employees not now covered by subchapter VII of chapter 55 of title 5, United States Code, except part-time and intermittent employees or native labor casually hired on an hourly or daily basis. Standards for the uniform administration of the missing persons benefits will be issued by the Office of Management and Budget, in cooperation with the Civil Service Commission.
2. *Salary and wage stabilization.* Immediately following an attack, an order freezing all salaries and wages will be issued. As soon as regulations under the freeze order are issued by the Department of Labor, the Federal agency responsible for interim administration of the order, the Commission will issue implementing regulations regarding the application of the program to the Federal service. In the meantime, agencies will be expected, as provided in standby regulation M–500.101, to comply with the procedure of the salary and wage stabilization program. →For the information of agency mobilization planners, chapter 50, book II of FPM SUPPLEMENT 910–1 includes a description of the expected application of the freeze order to the Federal service, based on understandings reached with the Department of Labor.←
3. *Manpower controls.* The Department of Labor will establish an appropriate program for controlling employment and utilization of manpower following an attack on the United States. This program will be administered through the local offices of the public employment service. As soon as the Department of Labor issues its manpower regulations, the Commission will issue implementing regulations on the application of the program to the Federal service. In the meantime, as provided in standby regulation M–311.201, Federal agencies will comply with employment procedures established by the appropriate manpower control agency. →For the information of agency mobilization planners, chapter 30, book II of FPM SUPPLEMENT 910–1, includes information on the manpower control procedures expected to be established by the Department of Labor following an attack, and on the application of these procedures to the Federal service.←

Readiness of Agencies

In order to attain at all operating levels the capability and readiness to meet an attack situation, it is necessary that, before the situation occurs, the delegations of authority and other regulations and instructions be in the hands of persons who must act in that situation. This supplement helps agencies attain this capability and readiness.

Each agency is expected to incorporate the standby regulations issued by the Commission in the agency's internal emergency personnel and manpower management plans; hence, internal distribution of this supplement is controlled by each agency.

Identification of This Supplement With the FPM System

The organization and numbering of these standby regulations correspond with the overall subject-matter classification and numbering used in the Federal Personnel Manual System, the details of which are shown in appendix A of FPM chapter 171. The number of a standby regulation, however, is prefixed by the letter "M"; the use of the same basic numbers and titles for both the standby and present regulations extends to parts and subparts of the standby regulations. There the matching ends. The subject matter of a section of the standby regulations is not necessarily the same as that of a section of the current regulations bearing the same basic number.

The supplement is printed on blue paper to further distinguish the standby regulations from the regulations now in effect. The ordinary civil service regulations will continue to be published on white paper for the FEDERAL PERSONNEL MANUAL or the appropriate supplement.

This supplement is in loose-leaf form. So far as practicable, it has been set up so that pages can be interfiled with the basic FPM or with regular supplements if and when an attack occurs.

Regulations to be suspended are shown in the same manner regularly used in the Federal Register, that is, through statements of suspension rather than by formal, numbered regulations. Formal regulations are used, however, to show suspension of statutes and Executive orders.

Arrangement of This Supplement

The first few pages of this supplement show the applicability of the civil service regulations and the standby regulations in an attack on the United States. Beside the title of each part are listed in parallel columns the numbers of the related standby regulations, if there are any of these regulations; the numbers of any civil service regulations that are not suspended; and the numbers of any civil service regulations that are suspended.

The second item in this supplement is a table of contents. It lists the parts by "M" number and by title of part and subpart. Sections of the standby regulations are listed by "M" number and title at the beginning of each part.

The standby regulations then follow. Instructions on the first page of each part state that if the United States is attacked, the page or pages should be filed in book III of FPM SUPPLEMENT 990-1 in front of a specified part of the civil service regulations.

Table for Applicability of Civil Service Regulations and of Standby Regulations Upon an Attack on the United States

Title of part	*Standby regulations*	*Civil service regulations not suspended*	*Civil service regulations suspended*
Political Activity of State Employees: Rules of Practice		151	
Basic Concepts and Definitions (General)	M-210-A	210-A	
Veteran Preference		211-A	
Competitive Service and Competitive Status		212-A, -C, -D	
Excepted Service		213-A, -C	
Organization of the Government for Personnel Management		230-B, -D[1]	
Personnel Records and Processing	M-290-A		
Personnel Records and Files		293-B	
Availability of Official Information		294-A, -B, -C, -D, -E, -F, -G, -H, -I, -J, -K	
Employment (General)	M-300-C, -F	300-A except 300.104 300-F except 300.603(a)(3)	300.104 300-C, -D, -E, -I, 300.603(a)(3)
Overseas Employment			301-B
Employment in the Excepted Service		302-A, -B, -C, -D	
Deferment From Military Service	M-303-B		
Executive Assignment System	M-305-E	305-A, -F	305-E, -G
Transitional and Veterans Readjustment Appointments	M-307-A		307
Employment of Relatives	M-310-A		310-A, -B
Manpower Controls	M-311-B		
Position Control	M-312-A		
Career and Career-Conditional Employment	M-315-B, -C, -D		315-B, -C, -D, -E, -F, -G, -H
Temporary and Emergency-Indefinite Employment	M-316-B, -D		316-B, -C, -D, -E, -F, -G, -H
Recruitment, Selection, and Placement	M-330-D, -E, -F, -H	330-A, 330.201	330-C, -D, -E, -F, -G 330.202 through .204
Competitive Selection for Appointment	M-332-A		332-A, -C, -D
Noncompetitive Selection for Appointment	M-333-A		333-A
Temporary Assignment of Employees Between Executive Agencies and States, Local Governments, and Institutions of Higher Education		334	
Promotion and Internal Placement	M-335-A		335-A
Release, Reassignment, and Detail	M-336-B, -C		
Examining System			337-A
Qualifications Requirements (General)	M-338-A		338-A, -B, -C, -F
Qualifications Requirements (Medical)		339-A	
Reduction in Force	M-351-B	351-B, -C, -D, -E, -F, -G, -H, -J, 351.903	351.901 and .902
Reemployment Rights	M-352-A	352-D, 352-C except 352.313, 352.501 through .507	352-B, 352.313, 352.508

---

[1] Subpart 230-D provides broad authority to agencies to take personnel actions in a national emergency disaster.

Table for Applicability of Civil Service Regulations and of Standby Regulations Upon an Attack on the United States—*Continued*

Title of part	*Standby regulations*	*Civil service regulations not suspended*	*Civil service regulations suspended*
Restoration After Military Duty	M–353–A	353–A, –C, –H, 353.401 through .405	353–G, 353.406
Training		410–A, –B, –C, –D, –E, –F, –G, –I	
Performance Evaluation			430–A, –C, –D
Salary and Wage Stabilization	M–500–A		
Classification Under the General Schedule		511–A, –B, 511.701	511–F, 510.702, 511.703
Pay Rates and Systems (General)		530–C	
Pay Under the General Schedule		531–B, –C, 531.401 through .406, 531.407 except (d)(3), (e), and last 16 words of (g), 531.408 through .413, 531.501 through .515	531.407(d)(3), (e), last 16 words of (g), 531.516
Pay Under Prevailing Rate Systems		532–E	532–G
Pay Under Other Systems	M–534–C	534–B	534–C
Conversions Between Pay Systems		539–B	
Pay Administration (General)	M–550–C, –F, –G	550–A, –C, –D, –E, –F, –G, –H, –I	
Allowances and Differentials Payable in Nonforeign Areas	M–591–D	591–A, –B, 591.301 through .303, 591.401(a), (c) through (j) except all but the first clause of (h)(1) and the last two sentences of (h)(2)	591.304, 591.401(b), all but the first clause of (h)(1), and last two sentences of (h)(2)
Foreign Post Differentials	M–592–B		
Hours of Duty	M–610–A	610–A, –B, –C	
Absence and Leave	M–630–C, –K	630–A, –B, –C, –E, –F, –G	
Labor-Management Relations		711–A	
Equal Opportunity		713.201 through .205, 713.211 through .214, 713.216, 713.217 except second sentence of (c), 713.218, 713.219, 713.220, except third and fourth sentences of (a), 713.221(a), (b), (c), 713.222, 713.241, 713–C, –D	713.215, second sentence of 713.217 (c) third and fourth sentences of 713.220(a), 713.221(d), 713.231 through .236
Nondisciplinary Separations, Demotions, and Furloughs		715–A	
Suitability		731–B—C	731–D
Personnel Security and Related Programs			732–D
Political Activities of Federal Employees		733–A—C, 733.201, 733.202 except third sentence of (b)	Third sentence of 733.202(b), 733.203, 733.204

Table for Applicability of Civil Service Regulations and of Standby Regulations Upon an Attack on the United States—*Continued*

Title of part	*Standby regulations*	*Civil service regulations not suspended*	*Civil service regulations suspended*
Employee Responsibilities and Conduct		735–A, –B, –C, –D	
Investigations	M–736–A		
Discipline and Adverse Actions (General)	M–750–A		
Adverse Actions by Agencies	M–752–A	752–A, 752.201, 752.202 except third sentence of (e)(3) and items (2), (3), (4), (5), and (6) of (f), 752.301, 752.302 except last two phrases in third sentence of (c), 752.303, 752.402	Third sentence of 752.202(e)(3); items (2), (3), (4), (5), and (6) of 752.202(f), 752.203, 752.204, 752.205, last two phrases in third sentence of 752.302(c), 752.304, 752.401
Adverse Actions by the Commission		754.101 through .104 except last phrase of first sentence of 754.104	Last phrase in first sentence of 754.104, 754.105
Appeals and Other Remedies (General)	M–770–A		
Employee Grievances and Administrative Appeals			771–A,–B,–C
Appeals to the Commission			772–C
Retirement	M–831–A, –D, –E, –G	831.101 through .106, 831.108, 831–B, –C, –D, 831.501, 831.502(a), (b)(3), (c)(3), and (d), 831.503, 831–F, –G, –H, –J, –K except 831.1111, –L except 831.1205	831.107, 831.502(b)(1) and (2), (c), (1) and (2), 831.1111, 831.1205
Life Insurance		870–A, –B except 870.205, –C, –D, –E, –F, –G, –I	870.205
Optional Life Insurance		871–A, –B except 871.206, –C, –D, –E, –F	871.206
Federal Employees Health Benefits		890–A except 890.103(a) and (b), –B, –C, –D, –E	890.103(a) and (b)
Retired Federal Employees Health Benefits		891–A except 891.105(a), –B, –C, –D, –E	891.105(a)
Intergovernmental Personnel Act Grant Program		900–A, –B, –C	
Programs for Specific Positions and Examinations (Miscellaneous)	M–930–B		930–A, –B
General and Miscellaneous			990–A

Contents

GENERAL PERSONNEL PROVISIONS

PART

M–210 ***Basic Concepts and Definitions (General)***
- Subpart A Definitions

M–230 ***Organization of the Government for Personnel Management***

M–290 ***Personnel Records and Processing***
- Subpart A Maintenance of official personnel records

EMPLOYMENT AND RETENTION

M–300 ***Employment (General)***
- Subpart C Positions in GS–16 and above
- Subpart F Time-in-grade restrictions

M–301 ***Overseas Employment***

M–303 ***Deferment From Military Service***
- Subpart B Controls on Government requests for selective service deferment of Federal and District of Columbia Government employees

M–305 ***Executive Assignment System***
- Subpart E Career executive assignments

M–307 ***Transitional and Veterans Readjustment Appointments***
- Subpart A Transitional and Veterans Readjustment Appointments

M–310 ***Employment of Relatives***
- Subpart A Restrictions on the employment of relatives

M–311 ***Manpower Controls***
- Subpart B Manpower Control Procedures

M–312 ***Position Control***
- Subpart A General provisions

M–315 ***Career and Career-Conditional Employment***
- Subpart B The career-conditional employment system
- Subpart C Career or career-conditional appointment from registers
- Subpart D Career or career-conditional appointment of current or former employees

M–316 ***Temporary and Emergency-Indefinite Employment***
- Subpart B Emergency-indefinite employment
- Subpart D Temporary employment

M–330 ***Recruitment, Selection and Placement (General)***
- Subpart D Positions restricted to preference eligibles
- Subpart E Time-after-competitive-appointment restrictions
- Subpart F Prohibited practices
- Subpart H Effect on other regulations

M–332 Competitive Selection for Appointment

Subpart A General provisions

M–333 Noncompetitive Selection for Appointment

Subpart A General provisions

M–335 Promotion and Internal Placement

Subpart A General provisions

M–336 Release, Reassignment, and Detail

Subpart B Details

Subpart C Release and Reassignment

M–337 Examining System

M–338 Qualifications Requirements (General)

Subpart A Citizenship requirements

M–351 Reduction in Force

Subpart B General provisions

M–352 Reemployment Rights

Subpart A Reemployment rights based on movements to another agency, to a State or local government, or to a private organization

M–353 Restoration After Military Duty

Subpart A General provisions

EMPLOYEE PERFORMANCE AND UTILIZATION

M–430 Performance Evaluation

POSITION CLASSIFICATION, PAY, AND ALLOWANCES

M–500 Salary and Wage Stabilization

Subpart A Application to Federal agencies

M–511 Classification Under the General Schedule

M–531 Pay Under the General Schedule

M–532 Pay Under Prevailing Rate Systems

M–534 Pay Under Other Systems

Subpart C Scientific and professional positions requiring specially qualified personnel

M–550 Pay Administration (General)

Subpart C Allotments and assignments from Federal employees

Subpart F Reduction-in-retired-pay provisions of title 5, United States Code

Subpart G Severence pay

M–591 Allowances and Differentials Payable in Nonforeign Areas

Subpart D Payment of allowances and differentials

M–592 Foreign Post Differentials

Subpart B Foreign post differentials

ATTENDANCE AND LEAVE

M–610 Hours of Duty
- Subpart A Weekly and daily scheduling of work

M–630 Absence and Leave
- Subpart C Annual leave
- Subpart K Placing employees on administrative leave following an attack

PERSONNEL RELATIONS AND SERVICES

M–713 Equal Opportunity

M–731 Suitability

M–732 Personnel Security and Related Programs

M–733 Political Activities of Federal Employees

M–736 Investigations
- Subpart A General provisions

M–750 Discipline and Adverse Actions (General)
- Subpart A Requirements in taking adverse actions

M–752 Adverse Actions by Agencies
- Subpart A General provisions

M–754 Adverse Actions by the Commission

M–770 Appeals and Other Remedies (General)
- Subpart A General provisions

M–771 Employee Grievances and Administrative Appeals

M–772 Appeals to the Commission

INSURANCE AND ANNUITIES

M–831 Retirement
- Subpart A Administration and general provisions
- Subpart D Voluntary contributions
- Subpart E Eligibility for retirement
- Subpart G Computation of annuities

M–870 Life Insurance

M–871 Optional Life Insurance

M–890 Federal Employees Health Benefits

M–891 Retired Federal Employees Health Benefits

GENERAL AND MISCELLANEOUS

M–930 Programs for Specific Positions and Examinations (Miscellaneous)
- Subpart B Appointment, pay, and removal of hearing examiners

M–990 General and Miscellaneous

Part M-210

Basic Concepts and Definitions (General)

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 210.

Effective upon an attack on the United States and until further notice:

a. Part M-210 is added to the Commission's regulations.

SUBPART A. DEFINITIONS

Sec.

M-210.101 Definitions

SUBPART A. DEFINITIONS

Sec. M-210.102 **Definitions.** a. *Commission* means the United States Civil Service Commission.

b. *The Commission's regulations* means the regulations of the United States Civil Service Commission published in subchapter B of chapter I of title 5 of the Code of Federal Regulations.

390-546 (1) - O - 70 - 2

Part 230

Organization of the Government for Personnel Management

If the United States is attacked this page should be discarded.

Subpart D of part 230 of the Commission's regulations, which contains broad authority to take personnel actions during a disaster period, is reprinted below for the convenience of users of this FPM Supplement.

SUBPART D OF PART 230 OF THE COMMISSION'S REGULATIONS. AGENCY AUTHORITY TO TAKE PERSONNEL ACTIONS IN A NATIONAL EMERGENCY

Sec. 230.401. **Agency authority to take personnel actions in a national emergency disaster.** (a) Upon an attack on the United States, agencies are authorized to carry out whatever personnel activities may be necessary to the effective functioning of their organizations during a period of disaster without regard to any regulation or instruction of the Commission, except those which become effective upon or following an attack on the United States. This authority applies only to actions under the Commission's jurisdiction.

(b) Actions taken under this section shall be consistent with affected regulations and instructions as far as possible under the circumstances and shall be discontinued as soon as conditions permit the reapplication of the affected regulations and instructions.

(c) An employee may not acquire a competitive civil service status by virtue of any action taken under this section.

(d) Actions taken, and authority to take actions, under this section may be adjusted or terminated in whole or in part by the Commission.

(e) Agencies shall maintain records of the actions taken under this section. (5 U.S.C. 3301, 3302) [33 F.R. 12402, September 4, 1968]

Part M-290

Personnel Records and Processing

If the United States is attacked file these pages in book III of FPM Supplement 990-1, in front of part 293.

Effective upon an attack on the United States and until further notice:

a. Part M-290 is added to the Commission's regulations.

SUBPART A. MAINTENANCE OF OFFICIAL PERSONNEL RECORDS.

Sec.

M-290.101 Agency authority to streamline personnel action recordkeeping

M-290.102 Minimum records

M-290.103 Determinations

M-290.104 Form of records

SUBPART A. MAINTENANCE OF OFFICIAL PERSONNEL RECORDS

Sec. M-290.101. **Agency authority to streamline personnel action recordkeeping.** The Commission hereby authorizes agencies to streamline the keeping of official records of personnel actions, when emergency conditions do not permit the keeping of more complete records. However, such streamlining must meet the minimal requirements of section M-290.102.

Sec. M-290.102. **Minimum records.** As a minimum, personnel records must:

(a) Identify the employee by name, date of birth, and social security number,

(b) Identify the employer,

(c) Identify the location of employment,

(d) Identify the nature of the personnel action and the authority for it,

(e) Identify the title and rate of pay for the position,

(f) Identify the effective date of the action,

(g) Show whether or not the employee is covered by Federal Employee Group Life Insurance, and

(h) Include appointment oaths and affidavits.

Sec. M-290.103. **Determinations.** As soon as circumstances permit, the agency will:

(a) Secure a certificate of total Federal service for leave accrual purposes,

(b) Find out who is the next of kin or beneficiary,

(c) Determine the employee's retirement coverage, veteran preference, and selective service or military reserve status, and

(d) Secure any other necessary information.

Sec. M-290.104. **Form of records.** If the usual personnel forms are not available, or if time or circumstances do not permit the use of these forms, records may be kept on any appropriate forms, cards, or papers, properly identifiable as official record.

430-346 O - 71 - 3

Part M-300

Employment (General)

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 300.

a. Section 300.104 of subpart A, subparts C, D, E, I and subsection 300.603(a)(3) of subpart F of part 300 are suspended and

b. Part M-300 is added to the Commission's regulations.

SUBPART C. POSITIONS IN GS-16 AND ABOVE

Sec.
M-300.301 Suspension of sections 3324 and 5108 of title 5, United States Code

SUBPART F. TIME-IN-GRADE RESTRICTIONS

M-300.601 Exception to restrictions

SUBPART C. POSITIONS IN GS-16 AND ABOVE

Sec. M-300.301. **Suspension of sections 3324 and 5108 of title 5, United States Code.** Sections 3324 and 5108 of title 5, United States Code, are suspended.

SUBPART F. TIME-IN-GRADE RESTRICTIONS

Sec. M-300.601. **Exception to restrictions.** Section 300.602 of the Commission's regulations does not prevent the advancement of an employee when he is on an appropriate list of qualified candidates for competitive appointment and in the priority group from which selections are being made.

Part M-301

Overseas Employment

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 301.

Effective upon an attack on the United States and until further notice:

a. Subpart B of part 301 is suspended.

Part M–303

Deferment From Military Service

If the United States is attacked file these pages in book III of FPM Supplement 990–1, in front of part M–305.

Effective upon an attack on the United States and until further notice.

a. Part M–303 is added to the Commission's regulations.

SUBPART B. CONTROLS ON GOVERNMENT REQUESTS FOR SELECTIVE SERVICE DEFERMENT OF FEDERAL AND DISTRICT OF COLUMBIA GOVERNMENT EMPLOYEES

Sec.
M–303.201 Requests for occupational deferments—policy
M–303.202 Establishment of committees
M–303.203 Designation of key positions
M–303.204 Requesting deferment
M–303.205 Specific responsibilities

SUBPART B. CONTROLS ON GOVERNMENT REQUESTS FOR SELECTIVE SERVICE DEFERMENT OF FEDERAL AND DISTRICT OF COLUMBIA GOVERNMENT EMPLOYEES

Sec. M–303.201. **Requests for occupational deferments—policy.** (a) *Authority for submission of request.* An agency in the executive branch of the Federal Government or the government of the District of Columbia may not request the occupational deferment by Selective Service of any civilian officer or employee, including those who are Standby Reservists of the Armed Forces, except as provided by this subpart.

(b) *Basis for request.* An agency may request occupational deferment of an officer or employee only on the basis that the loss of his civilian services would substantially impair activities essential to the emergency effort, including necessary supporting activities and the maintenance of the national health, safety, and interest. In determining whether the loss of an employee's services is of this nature, an agency shall consider all relevant factors, such as the actual effectiveness of the employee, his unique fitness for the work, his unique familiarity with a specific project in the course of completion, the difficulty of replacing him, his qualifications, his assignment to duties outside the continental United States, his designation on the staff of a noninterruptible function or of a program of the agency identified as essential for continuity of government, and any special or unusual circumstance connected with his civilian assignment.

(c) *Deferment period.* An agency may not request deferment for a period longer than is deemed to be absolutely necessary.

(d) *Submission of employee requests.* A Government employee, including one who is a Standby Reservist of the Armed Forces, who desires to initiate a request for occupational deferment should submit his request through his employing agency.

Sec. M–303.202. **Establishment of committees.** (a) *Interagency Committee.* (1) There is hereby established in the Commission the Federal Interagency Committee on Deferment of Government Employees (hereinafter referred to as the Interagency Committee) which shall establish, and secure compliance with, policies and procedures governing Government requests for the selective service deferment of officers and employees in the executive branch of the Federal Government and in the government of the District of Columbia.

(2) The members of the Interagency Committee will be the Chairman of the Civil Service Commission, who shall serve as Chairman of the Interagency Committee, and one representative each from the Office of Emergency Preparedness, the Selective Service System, the Department of Labor, and the Department of Defense to be designated by the respective heads of these agencies. The Chairman of the Civil Service Commission may designate any officer or employee of the Commission to serve in his place as Chairman of the Interagency Committee. The Commission shall provide the staff and facilities required to perform the functions of the Interagency Committee.

(3) The Interagency Committee is authorized to amend or supplement this regulation and to issue any instructions it determines to be necessary to carry out its purposes. It is empowered also to take appropriate steps to insure compliance with the regulations and instructions.

(4) The Chairman of the Interagency Committee may excercise the functions of the full Interagency Committee until the committee is activated or when circumstances prevent the full Interagency Committee from performing its functions.

(b) *Agency committee.* The head of each agency shall designate a Committee on Deferment of Government Employees (hereinafter referred to as an Agency Committee), of three to five members possessing a comprehensive view of the needs of the agency. For the purposes of this subpart the government of the District of Columbia is deemed to be a single agency. Each agency committee is subject to the supervision and control of the head of the agency. As used in this subpart the term *agency committee* includes a field committee established under paragraph (c) of this section.

(c) *Field committee.* The head of an agency may also designate field committees when he finds this action desirable because of the numbers and geographical distribution of employees of the agency. Within its area each field committee shall have the same authority and responsibility as an agency committee. Field committees shall deal with the Interagency Committee through agency committees.

(d) *Representation before Selective Service System.* An agency committee shall be the sole contact within its area with the Selective Service System on matters of occupational deferment of the agency's employees, except for employees engaged in active oceangoing service whose deferment requests are centralized in another agency by the Interagency Committee.

Sec. M-303.203. **Designation of key positions.** (a) *Responsibility for designation.* Each agency committee shall prepare, subject to the approval of the head of the agency, a list of key positions in the agency. The Interagency Committee may revise the list of key positions of that agency as conditions warrant.

(b) *Criteria for designation.* Key positions shall be limited to positions which are deemed necessary to carry out the functions of Government directly concerned with maintaining the security of the Nation, including those necessary to carry out the National Plan for Emergency Preparedness, and which also involve serious difficulty of replacement because of a scarcity of available qualified personnel and which require extended periods of training or specialized experience for effective performance of the duties. The Department of Labor's List of Critical Occupations is a useful guide in developing the list of key positions.

Sec. M-303.204. **Requesting deferment.** (a) *Employee eligibility.* An agency committee may submit to the appropriate local Selective Service Board a request for the occupational deferment of any officer or employee of the agency who occupies a key position within the meaning of section M-303.203 and whose civilian services are essential within the meaning of paragraph (b) of section M-303.201. To meet very unusual or emergency situations, an agency committee may also submit a request for the occupational deferment of an employee for whom a request would be appropriate under the provisions of section M-303.201 but whose position is not on the list of key positions.

(b) *Initiating request.* An agency committee shall submit a request for occupational deferment to a local Selective Service Board in accordance with selective service regulations.

(c) *Preparation of request.* In preparing an agency request for occupational deferment, the agency committee shall enter on the request the words *government request,* and shall show the name of the agency and the subordinate part thereof in which the employee is employed. In processing an employee request for occupational deferment, the agency committee shall endorse on the request the approval or disapproval of the agency committee.

(d) *Agency appeal.* When a request for deferment is denied by a local Selective Service Board, the agency committee may appeal as authorized by selective service regulations.

Sec. M-303.205. **Specific responsibilities.** (a) *General.* Under instructions to be issued by the Interagency Committee, each agency shall submit to the Interagency Committee a periodic report of all actions taken under this subpart. The Interagency Committee may consult with the agency committee on any departure from the requirements of this subpart. The Interagency Committee may designate a representative to attend meetings of an agency committee. The Interagency Committee shall at all times have access to all records of an agency committee.

(b) *Interagency Committee.* (1) The Chairman of the Interagency Committee may suspend the authority of any agency committee to submit requests for deferment if the agency committee submits requests in violation of this subpart. In that event, the Chairman of the Interagency Committee or his designee shall perform the functions of the agency committee on requests for occupational deferments until the suspension is lifted.

(2) The Interagency Committee may cancel an agency request for deferment if the request is made in violation of this subpart.

(c) *Agency.* (1) Each agency shall issue special instructions to require each employee to report immediately through proper channels the receipt of notice to report for induction or any change in his selective service status.

(2) Each agency shall plan and carry out an orderly program of replacement and training occasioned by the entry or prospective entry of employees into the Armed Forces, on the basis of the information provided for in paragraph (d) of this section.

(d) *Agency committee.* As instructed by the Interagency Committee, each agency committee shall supervise the preparation and maintenance, on a current basis, of adequate information on the selective service status of its employees, and on related matters, and shall summarize and report this information to the Interagency Committee.

(e) *Director of Selective Service.* The Director of Selective Service will furnish copies of this subpart to all local Selective Service Boards.

(f) *Executive orders superseded.* Executive Orders 9309 of March 6, 1943, and 9744A of June 29, 1946, are superseded.

Part M-305

Executive Assignment System

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 305.

Effective upon an attack on the United States and until further notice:
- a. Subparts E and G of part 305 are suspended and
- b. Part M-305 is added to the Commission's regulations.

SUBPART E. CAREER EXECUTIVE ASSIGNMENTS

Sec.
M-305.601 Suspending the Executive Assignment System.

SUBPART E. CAREER EXECUTIVE ASSIGNMENTS

Sec. M-305.601 **Suspending the Executive Assignment System.** The provisions of sections 9.2 through 9.10 of civil service rule IX are suspended.

Part M-307

Transitional and Veterans Readjustment Appointments

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 307.

Effective upon an attack on the United States and until further notice:

a. Part 307 is suspended and part M-307 is added to the Commission's regulations.

SUBPART A. TRANSITIONAL AND VETERANS READJUSTMENT APPOINTMENTS

Sec.
M-307.101 Suspension of Executive Order 11521

SUBPART A. TRANSITIONAL AND VETERANS READJUSTMENT APPOINTMENTS

Sec. M-307.101. **Suspension of Executive Order 11521.** The provisions of Executive Order 11521 are suspended.

Part M-310

Employment of Relatives

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 310.

Effective upon an attack on the United States and until further notice:

a. Part 310 is suspended and part M-310 is added to the Commission's regulations.

SUBPART A. RESTRICTIONS ON THE EMPLOYMENT OF RELATIVES

SEC.
M-310.101. Suspension of restrictions in title 5, United States Code

SUBPART A. RESTRICTIONS ON THE EMPLOYMENT OF RELATIVES

Sec. M-310.101. **Suspension of restrictions in title 5, United States Code.** The provisions of section 3110 of title 5, United States Code, are suspended.

Part M–311

Manpower Controls

If the United States is attacked file this page in book III of FPM Supplement 990–1, behind part 310.

Effective upon an attack on the United States and until further notice:

a. Part M–311 is added to the Commission's regulations.

SUBPART B. MANPOWER CONTROL PROCEDURES

Sec.
M–311.201 Application to Federal agencies

SUBPART B. MANPOWER CONTROL PROCEDURES

Sec. M–311.201. **Application to Federal agencies.** Except as otherwise authorized by the Commission, Federal agencies shall comply with recruiting and hiring procedures established by the appropriate manpower control agency.

Part M-312

Position Control

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part M-315.

Effective upon an attack on the United States and until further notice:

a. Part M-312 is added to the Commission's regulations.

SUBPART A. GENERAL PROVISIONS
Sec.
M-312.101 Suspension of statutory manpower ceilings and staffing ratios

SUBPART A. GENERAL PROVISIONS

Sec. M-312.101. **Suspension of statutory manpower ceilings and staffing ratios.** All numerical manpower ceilings or ratios fixed in appropriation acts applicable to Federal departments, agencies, or independent establishments, including corporations owned and operated by the Government, or applicable to the government of the District of Columbia, are suspended.

best copy available

Reproduced from poor document.

430-843 O - 71 - 4

Part M–315

Career and Career-Conditional Employment

If the United States is attacked file these pages in book III of FPM Supplement 990–1, in front of part 315.

Effective upon an attack on the United States and until further notice:

a. Part 315 is suspended and
b. Part M–315 is added to the Commission's regulations.

SUBPART B. THE CAREER-CONDITIONAL EMPLOYMENT SYSTEM

Sec.
M–315.201 Conversion from career-conditional to career appointment

SUBPART C. CAREER OR CAREER-CONDITIONAL APPOINTMENT FROM REGISTERS

M–315.301 Initial career or career-conditional appointment from certificates issued prior to the effective date of this subpart

SUBPART D. CAREER OR CAREER-CONDITIONAL APPOINTMENT OF CURRENT OR FORMER EMPLOYEES

M–315.401 Career or career-conditional appointment of persons currently employed in or separated from the Federal service within the preceding 90 days

SUBPART B. THE CAREER-CONDITIONAL EMPLOYMENT SYSTEM

Sec. M–315.201. **Conversion from career-conditional to career appointment.** A career-conditional appointment shall be converted automatically to career appointment upon completion of the period of creditable service required on the effective date of this subpart. Creditable service is computed under the Commission's regulations and instructions in effect prior to the effective date of this subpart, except that a break in service of 90 days or less does not require the beginning of a new period of service.

SUBPART C. CAREER OR CAREER-CONDITIONAL APPOINTMENT FROM REGISTERS

Sec. M–315.301. **Initial career or career-conditional appointment from certificates issued prior to the effective date of this subpart.** Eligibles selected in regular order from certificates issued for career or career-conditional appointment prior to the effective date of this subpart and reported as selected not later than 30 days thereafter may be given career or career-conditional appointments. If, in a disaster situation, communications are disrupted to such an extent that it is not feasible to report selections to the Commission within 30 days thereafter, a later showing by the agency that the appointee was selected from a certificate within 30 days after the effective date of this subpart and entered on duty as a result of this selection is evidence of intent to grant a career or career-conditional appointment.

SUBPART D. CAREER OR CAREER-CONDITIONAL APPOINTMENT OF CURRENT OR FORMER EMPLOYEES

Sec. M–315.401. **Career or career-conditional appointment of persons currently employed in or separated from the Federal service within the preceding 90 days.** (a) *Agency authority.*

A career or career-conditional employee, including a person serving under career executive assignment, who moves from another agency, or a former Federal employee who is reemployed within 90 days after separation from his latest career or career-conditional employment or career executive assignment, shall be given career or career-conditional appointment in accordance with his present or former tenure, except as provided in subsection (c) of this section. (An intervening period of service under a temporary appointment or a limited executive assignment which follows career or career-conditional appointment without a break in service of 90 days or more shall be considered for purposes of this determination as a continuation of career or career-conditional service.) This applies to an employee or former employee who is a member of the Executive Reserve or who was selected through National Emergency Standby Recruitment when called to active duty under the conditions stated above.

(b) *Probationary period required.* An employee appointed under subsection (a) of this section shall complete the probationary period, if any, he was serving before his separation.

(c) *Status and tenure.* A career or career-conditional employee's status and tenure shall not be changed by movement, or by reemployment within 90 days, except:

(1) The tenure of a career-conditional employee shall change to that of a career employee when he moves to, or is reemployed in, a position to which initial career appointment was required.

(2) The tenure of a career employee, serving in a position to which initial career appointment was required, shall change to career-conditional when he moves to, or is reemployed in, a position which required a career-conditional period, unless he has met already the service requirement for career appointment.

Part M-316

Temporary and Emergency-Indefinite Employment

If the United States is attacked file these pages in book III of FPM Supplement 990-1, in front of part 316.

Effective upon an attack on the United States and until further notice:

a. Part 316 is suspended and

b. Part M-316 is added to the Commission's regulations.

SUBPART B. EMERGENCY-INDEFINITE EMPLOYMENT

Sec.
M-316.201 Appointments
M-316.202 Status and tenure
M-316.203 Trial period
M-316.204 Within-grade increases
M-316.205 Conversion of temporary appointments pending establishment of register and of indefinite and transitional term appointments
M-316.206 Conversion of limited executive assignments

SUBPART D. TEMPORARY EMPLOYMENT

M-316.401 Purpose and duration
M-316.402 Circumstances and conditions
M-316.403 Status and tenure
M-316.404 Within-grade increases

SUBPART B. EMERGENCY-INDEFINITE EMPLOYMENT

Sec. M-316.201. **Appointments.** All appointments to continuing positions shall be emergency-indefinite appointments except as provided by part M-315 and subpart D of this part.

Sec. M-316.202. **Status and tenure.** Persons given emergency-indefinite appointments do not thereby acquire a competitive status. Except as required under part 351 of the Commission's regulations, emergency-indefinite employees shall not be subject to displacement until the Commission determines that a displacement program will not hamper the emergency effort.

Sec. M-316.203. **Trial period.** Persons given emergency-indefinite appointments shall serve a trial period of one year unless they were reemployed within 90 days after prior Federal service. A trial period interrupted by a break in service of less than 90 days shall be completed following reemployment under an emergency-indefinite appointment. The agency shall use the trial period to determine the fitness of the employee and shall terminate his services during the trial period if he fails to demonstrate fully his qualifications for continued Federal employment.

Sec. M-316.204. **Within-grade increases.** An agency shall grant to an employee serving under an emergency-indefinite appointment in a position subject to chapter 51 of title 5, United States Code, a within-grade increase when the employee otherwise meets the requirements of subpart D of part 531 of the Commission's regulations.

Sec. M-316.205. **Conversion of temporary appointments pending establishment of register and of indefinite, transitional, and term appointments.** Appointments of employees serving under temporary appointments pending establishment of registers, under indefinite or status quo appointments, under transitional and veterans readjustment appointments, under overseas limited appointments, and under term appointments are hereby converted to emergency-indefinite appointments.

Sec. 316.206. **Conversion of limited executive assignments.** Appointments of employees serving under limited executive assignments who are eligible for career or career-conditional appointment under part M–315 of the regulations on the effective date of this regulation are hereby converted to career or career-conditional appointment. Such a conversion must be recorded, citing this regulation as authority. The appointments of all other employees serving under limited executive assignment are hereby automatically converted to emergency-indefinite appointments.

SUBPART D. TEMPORARY EMPLOYMENT

Sec. M–316.401. **Purpose and duration.** Temporary appointments may be used to meet administrative needs for temporary employment, such as to fill a temporary position or a continuing position for a temporary period. Temporary appointments may be made only for a definite period of time not to exceed one year.

Sec. M–316.402. **Circumstances and conditions.** (a) The following types of positions are filled by temporary appointment:

(1) Positions not expected to last more than one year;

(2) Part-time and intermittent positions of uncertain duration;

(3) Seasonal positions (i.e., positions involving periodically recurring employment) other than career-type positions; and

(4) Continuing positions, when temporarily vacated for periods of less than one year or when filled by persons 70 and older.

(b) Agencies may extend temporary appointments made for less than one year for a year from the date of appointment. They may renew temporary appointments to continuing positions filled by persons 70 or over or to part-time and intermittent positions of uncertain duration for an additional yearly period. Where it appears that there will be a continuing need for the services of temporary appointees hired for positions not expected to last more than one year, the incumbent may be given an emergency-indefinite appointment at the end of one year. If at the end of a year's temporary appointment it appears necessary to continue the position for not to exceed an additional year, the incumbent may be given a new temporary appointment under noncompetitive selection procedures.

Sec. M–316.403. **Status and tenure.** Persons given temporary appointments do not thereby acquire a competitive status and their tenure is limited as provided in section M–316.401.

Sec. M–316.404. **Within-grade increases.** An agency may not grant a within-grade increase to an employee serving under a temporary appointment in a position subject to chapter 51 of title 5, United States Code.

Part M-330

Recruitment, Selection, and Placement (General)

If the United States is attacked file these pages in book III of FPM Supplement 990-1, in front of part 300.

Effective upon an attack on the United States and until further notice:

a. Sections 330.202 through 330.204 of subpart B, and subparts C, D, E, F, and G of part 330 are suspended and

b. Part M-330 is added to the Commission's regulations.

SUBPART D. POSITIONS RESTRICTED TO PREFERENCE ELIGIBLES

Sec.
M-330.401 Competitive selection
M-330.402 Noncompetitive selection

SUBPART E. TIME-AFTER-COMPETITIVE-APPOINTMENT RESTRICTION

M-330.501 General restriction

SUBPART F. PROHIBITED PRACTICES

M-330.601 Withdrawal from competition

SUBPART H. EFFECT ON OTHER REGULATIONS

M-330.701 Effect on other regulations

SUBPART D. POSITIONS RESTRICTED TO PREFERENCE ELIGIBLES

Sec. M-330.401. **Competitive selection.** The positions of custodian, elevator operator, guard, and messenger (referred to hereinafter in this subpart as restricted positions) shall be filled by the appointment of preference eligibles as long as qualified preference eligibles are available.

Sec. M-330.402. **Noncompetitive selection.** An agency may fill a restricted position by noncompetitive selection of a nonpreference eligible only when it determines that no qualified preference eligible is available for appointment by any method. This does not apply to the appointment of national emergency standby personnel when the determination was made at the time of recruitment.

SUBPART E. TIME-AFTER-COMPETITIVE-APPOINTMENT RESTRICTION

Sec. M-330.501. **General restriction.** No present or former Federal employee shall, within three months after his latest nontemporary competitive appointment, be (a) promoted; (b) reassigned to a different line of work; or (c) appointed to a higher grade or different line of work.

SUBPART F. PROHIBITED PRACTICES

Sec. M-330.601. **Withdrawal from competition.** No applicant for Federal employment, no eligible on any list of candidates, nor any officer or employee in the executive branch of the Government shall directly or indirectly persuade, induce, or coerce (or attempt to persuade, induce, or coerce) any prospective applicant to withhold filing application, or to withdraw from competition or eligibility for positions in the competitive service for the purpose of either improving or injuring the prospects of any applicant or eligible for appointment. The penalty for violation of this section by applicants or eligibles is cancellation of application or eligibility, as the case may be, and such other penalty as the Commission may deem appropriate.

SUBPART H. EFFECT ON OTHER REGULATIONS

Sec. M–330.701. **Effect on other regulations.** The regulations in this part M–330 do not modify the authority contained in section 230.401 of the Commission's regulations to take necessary action during a period of disaster in a national emergency.

Part M–332

Competitive Selection for Appointment

If the United States is attacked file these pages in book III of FPM Supplement 990–1, in front of part 332.

Effective upon an attack on the United States and until further notice:
a. Part 332 is suspended and
b. Part M–332 is added to the Commission's regulations.

SUBPART A. GENERAL PROVISIONS

Sec.
M–332.101 Authority
M–332.102 Standards
M–332.103 Provision for special consideration of local eligibles
M–332.104 Listing in priority order
M–332.105 Normal order of selection
M–332.106 Passing over preference eligibles
M–332.107 Applicants who have had three considerations
M–332.108 Effect on other regulations

SUBPART A. GENERAL PROVISIONS

Sec. M–332.101. **Authority.** Agencies are authorized to make appointments competitively. Unless appointment is made under section M–315.301 or section M–333.101, all appointments shall be made under this subpart.

Sec. M–332.102. **Standards.** An agency making an appointment under this subpart shall determine that the applicant meets the qualifications standards and requirements issued by the Commission and that he is not disqualified for any of the reasons listed in sections 339.101 and 731.201 of the Commission's regulations. To fill a position for which there is no approved standard, when it is not practicable to obtain prior approval from the Commission the agency may establish an interim qualifications standard for the position. As soon as conditions permit, the agency shall request the Commission's approval of the interim standard.

Sec. M–332.103. **Provision for special consideration of local eligibles.** An agency may limit recruitment and consideration for appointment to applicants who live in the local labor market area, but when the agency considers any applicant from outside the area, it shall consider all qualified applicants from outside the local labor market area.

Sec. M–332.104. **Listing in priority order.** Unless the Commission has authorized rating and ranking procedures to distinguish among competitors eligible for the position or positions, applications of qualified persons shall be listed and the applicants considered for appointment in the following priority groups:

(a) Qualified applicants entitled to 10-point preference who have a compensable service-connected disability of 10 percent or more (except that this group does not include applicants for professional and scientific positions in grades GS–9 and above).

(b) All other qualified applicants entitled to 10-point preference and 5-point preference (except that this group includes all qualified preference applicants for professional and scientific positions in grades GS–9 and above).

(c) All other qualified applicants.

Sec. M–332.105. **Normal order of selection.** An appointing officer may select any applicant in the highest group listed in section M–332.104. He may not select from a lower group as long as three qualified applicants in a higher group (or a combination of higher groups) are available.

Sec. M–332.106. **Passing over preference eligibles.** When an appointing officer passes over a preference eligible and tentatively selects a nonpreference eligible, he shall submit to the Commission his reasons for not selecting the preference eligible for a determination as to their sufficiency. When more than one vacancy is to be filled, the appointing officer may pass over a preference eligible and select other eligibles provided he reserves one vacancy for appointment of the preference eligible should reasons for passing him over be found not sufficient. When a single vacancy is to be filled, the appointing officer may not appoint the nonpreference eligible until he receives the Commission's findings. If the reasons are found to be sufficient, the appointing officer may then appoint the nonpreference eligible; if the reasons are found to be not sufficient, the appointing officer may not pass over the preference eligible and appoint the nonpreference eligible.

Sec. M–332.107. **Applicants who have had three considerations.** An applicant who has been considered by the same appointing officer for three appointments to the same type and grade of position need not be considered further by that appointing officer for (a) emergency-indefinite appointment if the previous considerations were for appointment to a continuing position of the same type and grade or (b) temporary appointment to a position of the same type and grade, regardless of the type of appointment for which he was previously considered.

Sec. M–332.108. **Effect on other regulations.** The regulations in this part M–332 do not modify the authority contained in section 230.401 of the Commission's regulations to take necessary action during a period of disaster in a national emergency.

Part M-333

Noncompetitive Selection for Appointment

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 333.

Effective upon an attack on the United States and until further notice:
a. Part 333 is suspended and
b. Part M-333 is added to the Commission's regulations.

SUBPART A. GENERAL PROVISIONS
Sec.
M-333.101 Authority for appointment
M-333.102 Standards
M-333.103 Effect on other regulations

SUBPART A. GENERAL PROVISIONS

Sec. M-333.101. **Authority for appointment**. An agency, without regard to the priorities for making competitive appointments under part M-332, may appoint:

(a) A person currently serving or who last served in the Federal Government within the past 90 days;

(b) A former Federal employee who entered the military service while serving under a nontemporary appointment, if he is selected within 90 days after his honorable separation from military service or discharge from hospitalization for not more than one year immediately following that service;

(c) A former Federal employee who served with competitive status;

(d) A person who was recruited on a standby basis prior to the national emergency in accordance with applicable requirements of the Commission;

(e) A member of the National Defense Executive Reserve, designated in accordance with section 710(e) of the Defense Production Act of 1950, Executive Order 11179 of September 22, 1964, and implementing instructions of the Office of Emergency Planning; and

(f) A person to a position under section 3104, 3325, or 5361 of title 5, section 1581 of title 10, section 210(g) of title 42, or section 1343(f) of title 49, United States Code, or a similar law.

Sec. M-333.102. **Standards.** An agency making an appointment under this part shall determine that the applicant meets the qualifications standards and requirements prescribed by the Commission and is not disqualified for any of the reasons listed in sections 339.101 and 731.201 of the Commission's regulations. To fill a position for which there is no approved standard, when it is not practicable to obtain prior approval from the Commission, an agency may establish an interim qualifications standard for the position. As soon as conditions permit, the agency shall request the Commission's approval of the interim standard. Persons recruited on a standby basis who met Commission approved qualifications standards when recruited are not required to meet qualifications standards are the time of appointment but are subject to the provisions of sections 339.101 and 731.201 of the Commissions' regulations.

Section M-333.103. **Effect on other regulations.** The regulations in section M-333.102 do not modify the authority contained in section 230.401 of the Commission's regulations to take necessary action during a period of disaster in a national emergency.

U. S. GOVERNMENT PRINTING OFFICE : 1971 O - 480-546 (1)

Part M-335

Promotion and Internal Placement

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 335.

Effective upon an attack on the United States and until further notice:
a. Part 335 is suspended and
b. Part M-335 is added to the Commission's regulations.

SUBPART A. GENERAL PROVISIONS

Sec.
M-335.101 Effect of position change on status and tenure
M-335.102 Agency authority to promote, demote, or reassign

SUBPART A. GENERAL PROVISIONS

Sec. M-335.101. **Effect of position change on status and tenure.** (a) A position change made under section M-335.102 does not change an employee's status or tenure.

(b) A position change made under section M-335.102 of an employee who is serving a probationary or trial period is subject to completion of the probationary or trial period in the new position.

Sec. M-335.102. **Agency authority to promote, demote, or reassign.** An agency may promote, demote, or reassign career, career-conditional, or emergency-indefinite employees.

Part M-336

Release, Reassignment, and Detail

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 337.

Effective upon an attack on the United States and until further notice:

a. Part M-336 is added to the Commission's regulations.

SUBPART B. DETAILS

SEC.
M-336.201 Authority to detail

SUBPART C. RELEASE AND REASSIGNMENT

M-336.301 Definition
M-336.302 Release of employees to higher priority work
M-336.303 Restrictions on movement of employees from emergency functions
M-336.304 Required movements of employees
M-336.305 Appeals to the Commission

SUBPART B. DETAILS

Sec. M-336.201. **Authority to detail.** An agency may detail an employee to another Federal agency, to a State or local agency, or to a private organization, to perform an essential defense function. A detail under this section is subject to manpower priorities and controls, except that manpower priorities and controls that become effective after the employee leaves his regular assignment for the detail may not prevent the employee from reporting for duty under the detail in accordance with his instructions.

SUBPART C. RELEASE AND REASSIGNMENT

Sec. M-336.301. **Definition.** In this subpart, agency means a department or agency in the executive branch, including Government-owned and controlled corporations, and the government of the District of Columbia.

Sec. M-336.302. **Release of employees to higher priority work.** An employing agency shall grant a release to an employee for higher priority work upon request by another agency, a State or local government, or a private organization when in furtherance of the emergency effort, or when the employee has special skills more critically needed by the requesting agency, government, or private organization.

Sec. M-336.303 **Restrictions on movement of employees from emergency function.** An agency shall not employ:

(a) An employee of another agency without a release from that agency or from the Commission or

(b) A person who left his agency during the preceding 90 calendar days without a release from that agency or from the Commission.

Sec. M-336.304. **Required movements of employees.** When the Commission determines that an employee cannot be moved under regular procedures or through voluntary arrangements and the circumstances justify direct action, the Commission may require an employee to move to another agency on a temporary or permanent basis or may require his agency to separate him if he refuses to move as directed.

Sec. M-336.305. **Appeals to the Commission.**

(a) *Appeals from agencies.* An agency may appeal to the Commission from any action by the Commission taken without the agency's consent, if the agency believes that its own emergency operations will be seriously impaired.

(b) *Appeals from employees.* An employee may appeal to the Commission from his movement to another agency without his consent, if he believes the movement will cause him undue personal hardship.

Part M-337

Examining System

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 337.

Effective upon an attack on the United States and until further notice, part 337 is suspended.

Part M-338

Qualifications Requirements (General)

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 338.

Effective upon an attack on the United States and until further notice:
  a. Part 338 is suspended and
  b. Part M-338 is added to the Commission's regulations.

SUBPART A. CITIZENSHIP REQUIREMENTS

Sec.
M-338.101 Citizenship requirements

SUBPART A. CITIZENSHIP REQUIREMENTS

Sec. M-338.101. **Citizenship requirements.** (a) Subject to the provisions of paragraph (b) of this section, an agency that has statutory or other restrictions on the payment of compensation to or the employment of noncitizens in the executive branch of the Federal service is authorized to make exceptions to such restrictions when in the interest of the emergency effort.

(b) Appointments to competitive positions shall be limited to persons who are citizens of or who owe permanent allegiance to the United States except that temporary or emergency-indefinite appointments may be given to noncitizens when (1) no qualified citizen is available, or (2) the appointing officer determines that appointment of a noncitizen is in the interest of the emergency effort although there are qualified citizens available.

(c) An officer or employee who is not a citizen of or who does not owe permanent allegiance to the United States may not attain permanent tenure in the Government service as a result of an exception to the citizenship requirements under this section.

(d) Each agency shall maintain records of exceptions made under this section.

Part M-351

Reduction in Force

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 351.

Effective upon an attack on the United States and until further notice:

a. Sections 351.901 and 351.902 of subpart I of part 351 are suspended and

b. Part M-351 is added to the Commission's regulations.

SUBPART B. GENERAL PROVISIONS
Sec.
M-351.201 Applicability to emergency-indefinite employee

SUBPART B. GENERAL PROVISIONS

Sec. M-351.201. **Applicability to emergency-indefinite employee.** The term *indefinite employee* in part 351 of the Commission's regulations includes an employee serving under an emergency-indefinite appointment.

Part M-352

Reemployment Rights

If the United States is attacked file these pages in book III of FPM Supplement 990-1, in front of part 352.

Effective upon an attack on the United States and until further notice:

a. Subpart B, section 352.313 of subpart C, and section 352.508 of subpart E are suspended and

b. Part M-352 is added to the Commission's regulations.

SUBPART A. REEMPLOYMENT RIGHTS BASED ON MOVEMENT TO ANOTHER AGENCY, TO A STATE OR LOCAL GOVERNMENT, OR TO A PRIVATE ORGANIZATION

Sec.
M-352.101 Definition
M-352.102 Eligibility for reemployment rights
M-352.103 Term of reemployment rights
M-352.104 Exercise of reemployment rights
M-352.105 Loss of reemployment rights
M-352.106 Agency's obligation to reemploy
M-352.107 Employee appeals to the Commission
M-352.108 Application to the Commission for placement

SUBPART A. REEMPLOYMENT RIGHTS BASED ON MOVEMENT TO ANOTHER AGENCY, TO A STATE OR LOCAL GOVERNMENT, OR TO A PRIVATE ORGANIZATION

Sec. M-352.101. **Definition.** In this subpart, agency means a department or agency in the executive branch, including Government-owned and controlled corporations, and the government of the District of Columbia.

Sec. M-352.102. **Eligibility for reemployment rights.** An employee in a competitive position under a career or career-conditional appointment, or a nontemporary excepted employee, who is released or moved in furtherance of the emergency effort from one agency to another agency, to a State or local government, or to a private organization, under the provisions of section M-336.302 or M-336.304 shall be granted reemployment rights at the time he moves. Reemployment rights are not lost because of active military duty.

Sec. M-352.103. **Term of reemployment rights.** Except as provided by section M-352.105, reemployment rights granted under these regulations shall continue until an expiration date established by the Commission.

Sec. M-352.104. **Exercise of reemployment rights.** An employee shall apply for reemployment:

(a) Within 30 calendar days after his employment with reemployment rights is terminated or

(b) Within 30 calendar days after the date for the expiration of reemployment rights established by the Commission.

Sec. M-352.105. **Loss of reemployment rights.** An employee loses his reemployment rights if:

(a) He fails to apply within the time limits prescribed by section M-352.104 after having been notified of action he must take;

(b) He resigns without the written consent of his employing agency; or

(c) He fails to accept within 10 calendar days a proper offer of reemployment made under section M–352.106.

Sec. M–352.106. **Agency's obligation to reemploy.** (a) The responsible agency shall reemploy an employee entitled to reemployment under these regulations as promptly as possible, but not later than 30 calendar days after it receives his application, in the same installation, or in the local commuting area where the installation is located.

(b) The reemploying agency may reemploy the employee in a position of higher grade than that which he left, but when it does not reemploy him in a higher grade position, it shall reemploy him in his former position or in a position of like seniority, status, and pay.

(c) When reemployed under these regulations, the employee shall be granted all the rights, benefits, and privileges to which he would have been entitled had he remained with his agency.

(d) Upon reemployment in the postal service, the Post Office Department shall grant to the employee the seniority he would have attained had he remained in the postal service.

(e) An agency may refuse to reemploy under this section only when the employee was separated for serious cause evidencing his unsuitability for reemployment.

Sec. M–352.107. **Employee appeals to the Commission.** (a) An agency shall inform an employee in writing of the denial of his reemployment rights and of his right to appeal to the Commission within 10 calendar days after receipt of the notice.

(b) The Commission may extend the time limit for filing an appeal if the employee shows that circumstances beyond his control prevented his filing within the specified period.

(c) The Commission's decision on the employee's right to reemployment is final and the agency must comply with the Commission's decision.

Sec. M–352.108. **Application to the Commission for placement.** If an employee with reemployment rights cannot be reemployed by the responsible agency because the agency has been abolished, or for any other appropriate reasons, he may, within 30 calendar days after termination of his emergency employment, apply to the Commission for placement in a position of like seniority, status, and pay in another agency in the same local commuting area.

Part M-353

Restoration After Military Duty

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 353.

Effective upon an attack on the United States and until further notice:
a. Section 333.406 and subpart G of part 353 are suspended and
b. Part M-353 is added to the Commission's regulations.

SUBPART A. GENERAL PROVISIONS
Sec.
M-353.101 Applicability to emergency-indefinite employee

SUBPART A. GENERAL PROVISIONS

Sec. M-353.101. **Applicability to emergency-indefinite employee.** The term *indefinite employee* in part 353 of the Commission's regulations includes an employee serving under an emergency-indefinite appointment.

Part M-353

Restoration After Military Duty

[illegible]

[illegible]

[illegible]

Part M–430

Performance Evaluation

If the United States is attacked file this page in book III of FPM Supplement 990–1, in front of part 430.

Effective upon an attack on the United States and until further notice:

a. Part 430 is suspended.

390-546 (1) - O - 70 - 5

Part M–500

Salary and Wage Stabilization

If the United States is attacked file this page in book III of FPM Supplement 990–1, in front of part 511.

Effective upon an attack on the United States and until further notice:

a. Part M–500 is added to the Commission's regulations.

SUBPART A. APPLICATION TO FEDERAL AGENCIES

Sec.
M–500.101 General provisions

SUBPART A. APPLICATION TO FEDERAL AGENCIES

Sec. M–500.101. **General provisions.** Federal agencies shall comply with pertinent procedures of a salary and wage stabilization program following a general freeze order placed on salaries, wages, and other forms of compensation, except as modified by implementing regulations or instructions of the Commission.

Part M-511

Classification Under the General Schedule

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 511.

Effective upon an attack on the United States and until further notice:

a. Subpart F, and sections 511.702 and 511.703 of part 511 are suspended.

Part M–531

Pay Under the General Schedule

If the United States is attacked file this page in book III of FPM Supplement 990–1, in front of part 531.

Effective upon an attack on the United States and until further notice:

a. Subparagraphs (d)(3) and (e) and the last 16 words of subparagraph (g) of section 531.407; and

b. Section 531.516 of subpart E are suspended.

Part M-532

Pay Under Prevailing Rate Systems

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 532.

Effective upon an attack on the United States and until further notice, subpart G of part 532 is suspended.

Part M-534

Pay Under Other Systems

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 534.

Effective upon an attack on the United States and until further notice:
a. Subpart C of part 534 is suspended and
b. Part M-534 is added to the Commission's regulations.

SUBPART C. SCIENTIFIC AND PROFESSIONAL POSITIONS REQUIRING SPECIALLY QUALIFIED PERSONNEL

Sec.
M-534.301 Suspending certain provisions of titles 5, 10, 42, and 49 of the United States Code

SUBPART C. SCIENTIFIC AND PROFESSIONAL POSITIONS REQUIRING SPECIALLY QUALIFIED PERSONNEL

Sec. M-534.301. **Suspending certain provisions of titles 5, 10, 42, and 49 of the United States Code.** (a) The provisions of the United States Code in sections 3104, 3325, and 5361 of title 5; section 1581 of title 10; section 210(g) of title 42; and section 1343(f) of title 49, which limit the number of positions which can be established and which require approval by the Civil Service Commission of the salary levels and qualifications of appointees, are suspended.

(b) Agencies shall follow the provisions of part M-334 in making appointments to these positions.

(c) A person appointed to one of these positions after the effective date of this subpart may not acquire competitive status solely by reason of his appointment to the position.

Part M-550

Pay Administration (General)

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 550.

Effective upon an attack on the United States and until further notice:
a. Part M-550 is added to the Commission's regulations.

SUBPART C. ALLOTMENTS AND ASSIGNMENTS FROM FEDERAL EMPLOYEES

Sec.
M-550.301 Circumstances under which allotments are permitted

SUBPART F. REDUCTION-IN-RETIRED-PAY PROVISIONS OF SUBCHAPTER IV OF CHAPTER 53 OF TITLE 5, UNITED STATES CODE

M-550.601 Exception for all retired regular officers

SUBPART G. SEVERANCE PAY

M-550.701 Applicability to emergency-indefinite employees

SUBPART C. ALLOTMENTS AND ASSIGNMENTS FROM FEDERAL EMPLOYEES

Sec. M-550.301. **Circumstances under which allotments are permitted.** An agency may permit an employee to make an allotment for any of the purposes specified in section 550.305 of part 550 of the Commission's regulations when because of emergency conditions his dependents are not residing in the same local geographical area in which he is officially assigned or stationed.

SUBPART F. REDUCTION-IN-RETIRED-PAY PROVISIONS OF SUBCHAPTER IV OF CHAPTER 53 OF TITLE 5, UNITED STATES CODE

Sec. M-550.601. **Exception for all retired regular officers.** Until further notice by the Commission, all retired officers of regular components of the uniformed services are excepted from the restrictions in section 5532(b) of title 5, United States Code.

SUBPART G. SEVERANCE PAY

Sec. M-550.701. **Applicability to emergency-indefinite employees.** The term *employee* in subsection 550.701(b)(1) of part 550 of the Commission's regulations includes an employee serving under an emergency-indefinite appointment.

Part M–591

Allowances and Differentials Payable in Nonforeign Areas

If the United States is attacked file this page in book III of FPM Supplement 990–1, in front of part 591.

Effective upon an attack on the United States and until further notice:

a. Section 591.304 and subsection 591.401(b), all but the first clause of subsection 591.401(h)(1), and the last two sentence of subsection 591.401(h)(2) of part 591 are suspended and

b. Part M–591 is added to the Commission's regulations.

SUBPART D. PAYMENT OF ALLOWANCES AND DIFFERENTIALS

Sec.

M–591.401 Suspension of limitations on nonforeign differentials and allowances

M–591.402 Suspension of the limitation on the Canal Zone tropical differential

SUBPART D. PAYMENT OF ALLOWANCES AND DIFFERENTIALS

Sec. M–591.401. **Suspension of limitations on nonforeign differentials and allowances.** The provision in section 5941 of title 5, United States Code, which restricts an allowance to a maximum rate of 25 percent of the rate of basic pay is suspended.

Sec. M–591.402. **Suspension of the limitation on the Canal Zone tropical differential.** The provision in section 7(a)(2) of Public Law 85–550 (72 Stat. 407) which restricts the tropical differential for service in the Canal Zone to a maximum rate of aggregate amount of basic pay is suspended.

Part M-592

Foreign Post Differentials

If the United States is attacked file this page in book III of FPM Supplement 990-1, following part 591.

Effective upon an attack on the United States and until further notice:
a. Part M-592 is added to the Commission's regulations.

SUBPART B. FOREIGN POST DIFFERENTIALS
Sec.
M-592.201 Suspension of limitations on foreign post differentials

SUBPART B. FOREIGN POST DIFFERENTIALS

Sec. M-592.201. **Suspension of limitations on foreign post differentials.** The provision in section 5925 of title 5, United States Code, which restricts a post differential to a maximum rate of 25 percent of basic pay is suspended.

Part M-610

Hours of Duty

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 610.

Effective upon an attack on the United States and until further notice:

a. Part M-610 is added to the Commission's regulations.

SUBPART A. WEEKLY AND DAILY SCHEDULING OF WORK

Sec.

M-610.101 Establishment of a 48-hour workweek in the executive branch

SUBPART A. WEEKLY AND DAILY SCHEDULING OF WORK

Sec. M-610.101. **Establishment of a 48-hour workweek in the executive branch.** In the interest of the emergency effort, there is hereby established for employees in the departments, agencies, and independent establishments of the executive branch of the Federal service, including corporations owned and operated by the Government, and in the government of the District of Columbia, a regularly scheduled administrative workweek of 48 hours, except where the head of a department, agency, or independent establishment finds the application of this policy to be administratively impracticable.

Part M-630

Absence and Leave

If the United States is attacked file these pages in book III of FPM Supplement 990-1, in front, of part 630.

Effective upon an attack on the United States and until further notice:
a. Part M-630 is added to the Commission's regulations.

SUBPART C. ANNUAL LEAVE

Sec.

M-630.301 General policy on granting annual leave
M-630.302 Payment for excess annual leave

SUBPART K. PLACING EMPLOYEES ON ADMINISTRATIVE LEAVE FOLLOWING AN ATTACK

M-630.1101 General policy
M-630.1102 Application
M-630.1103 Action following attack
M-630.1104 Guidelines for application of the policy
M-630.1105 Review of absent employees' status

SUBPART C. ANNUAL LEAVE

Sec. M-630.301. **General policy on granting annual leave.** The head of a department or agency having employees subject to subchapter I of chapter 63 of title 5, United States Code, shall grant annual leave to the maximum extent possible consistent with the conditions of the national emergency to permit employees to have vacations and other necessary time off in order to maintain a high degree of morale, well-being and productivity, and to keep to a minimum the amount of annual leave in excess of the maximum limits provided by subchapter I of chapter 63 of title 5, United States Code.

Sec. M-630.302. **Payment for excess annual leave.** When an employee has annual leave in excess of the maximum limits provided in subchapter I of chapter 63 of title 5, United States Code, his agency shall pay him for this excess annual leave at the time this excess leave otherwise would be lost.

SUBPART K. PLACING EMPLOYEES ON ADMINISTRATIVE LEAVE FOLLOWING AN ATTACK

Sec. M-630.1101. **General policy.** (a) An officer or employee who is relieved or prevented from reporting for duty following an attack because of disaster conditions shall be placed on administrative leave without charge to leave or loss of pay until appropriate action is taken in accordance with his current status.

Sec. M-630.1102. **Application.** This subpart applies to all officers and employees in the Federal departments, agencies, and independent establishments, including corporations wholly owned and operated by the Government, and the municipal government of the District of Columbia, except officers and employees (other than hourly workers in the Postal Field Service) who do not have regularly scheduled tours of duty. Employees serving under temporary appointments with specific time limitations are covered by this regulation until the end of the term for which appointed, but not beyond that date unless the agency takes appropriate action to extend the term of the appointment.

Sec. M-630.1103. **Action following attack.** All employees covered by this subpart who do not report for duty following an attack will be regarded as on administrative leave until it is otherwise officially determined. No formal action need be taken prior to such determination to record their leave status; however, informal notes should be made and filed, insofar as practicable, to facilitate the later adjudication of claims.

Sec. M–630.1104. **Guidelines for application of the policy.** While it is difficult to anticipate all the kinds of situations that might arise in a disaster period, the following described situations are likely to occur and should be used by agencies as guidelines in the application of this administrative leave policy. Each agency will make its decision on the basis of the facts in each individual case in accordance with the intent of the policy as illustrated in the following situations:

(a) *Employees under instructions to report for work at an agency relocation site in the event of an attack.* Employees instructed to report to the agency relocation site immediately after an attack who are delayed in reporting for work due to disaster conditions which prevented them from reaching the relocation site (road conditions, radioactive fallout, and so on), should be granted administrative leave for the full period of time it took to reach the relocation site. If an employee voluntarily delays reporting to work when he could do so under the existing conditions, the agency will have to decide the employee's leave status during the period of delay. Based on whatever facts are available, the employee may be granted administrative leave, annual leave, leave without pay, or determined to be absent without leave, for all or for any part of the period of delay. If an employee does not report for duty or cannot be located within a reasonable period of time, it may be assumed that he is missing, injured, dead, on military duty, on civil defense work, or at work for another employer. Agencies should take appropriate action in such cases as described in subsections (d) through (j) below.

(b) *Employees under instructions to report for work at some prescribed elapsed time following an attack.* Some agencies may instruct some of their employees not to report to the relocation site immediately but to delay their reporting for some period of time following an attack. For example, a group of employees may be instructed to report for work 30 days after an attack. Such employees would be entitled to administrative leave during this 30-day period, unless other action under such situations as described in subsections (d) through (j) below is more appropriate. Such employees may be entitled to additional administrative leave if they are unable because of disaster conditions to report for work at the end of the 30-day period. Agencies would take appropriate action in these cases in the same manner as in the situation described in subsection (a) above.

(c) *Employees who have been given no specific instructions to report for work following an attack.* Employees who have been given no specific orders to report for work following an attack will be considered to be on a standby status and should be entitled to administrative leave until the agency calls them to work or takes other appropriate action with respect to their status on the agency rolls. Standby employees who are called to work should be continued on administrative leave under the same conditions as employees in subsections (a) and (b) above until they report for duty.

(d) *Employees who are already on leave, furlough, or suspension at the time of the attack.*

(1) *Employees on annual leave.* Employees on annual leave at the time of an attack, will be expected to report for duty in accordance with preemergency instructions and should be granted administrative leave as above.

(2) *Employees on sick leave.* Employees who are already on sick leave should be granted administrative leave from time of attack, if they are able to report for duty as soon as disaster conditions permit. Any further delay in reporting may be charged to sick or other leave in accordance with regular practice if it is clear that such delay is due solely to the illness or injury for which they were originally granted sick leave. However, if such a determination cannot easily be made by the agency, action may be taken by the agency as in the situation described in subsection (e) below.

(3) *Employees on leave without pay, furlough, or suspension.* Employees who are on leave without pay in lieu of annual or sick leave

should be treated as in (1) or (2) above. Employees who are on leave without pay for other reasons or employees who are on furlough or suspension should be granted administrative leave under this policy only when the agency, in its discretion, decides that such leave is justified by the circumstances in the individual case.

(e) *Employees unable to work because of injuries or illness.* Employees unable to work because of injuries or illness should be carried on administrative leave until their status is known. If they are still unable to report for work, other appropriate action may be taken, such as placing the employee on sick leave or compensation for injury rolls, or retiring the employee on disability.

(f) *Employees who are called to military duty before they are able to report for work.* Employees called to military duty should be carried on administrative leave until date of entrance in the military service.

(g) *Employees who are on civil defense work.* Employees who are engaged in emergency civil defense work should be continued on administrative leave until released from such work.

(h) *Employees who are at work for another employer.* Employees who are unable to report for work because of disaster conditions or standby employees who are awaiting instructions to report for duty should be granted administrative leave (subsections (a), (b), and (c), above) even though they have accepted employment with another employer during the period of delay.

(i) *Employees who are reported as dead following an enemy attack.* Employees reported as dead should be carried on administrative leave until the reported date of death.

(j) *Employees who are missing.* When all surviving employees may be presumed to have reported for duty or communicated their whereabouts to the agency, there may be some employees whose whereabouts are still unknown by the agency and may therefore be presumed to be missing. If such employees are eligible for a status under the provisions of subchapter VII of chapter 55 of title 5, United States Code, they should no longer be given administrative leave under this policy but should be treated in accordance with such provisions. In the event that missing employees are not eligible for a status under such provisions, they should be continued on administrative leave until their status becomes known or until they can be presumed to be dead for the purpose of adjudicating claims of dependents under the Retirement and Group Life Insurance Acts, or other applicable acts providing benefits in certain circumstances upon the death of an employee.

Sec. M-630.1105. **Review of absent employees' status.** (a) Agencies shall make periodic reviews of the available sources of information in an attempt to clear up the status of employees who have not been accounted for. The first such review should be made not later than 90 days after the occurrence of the attack.

(b) At the end of six months, all cases should be closed out insofar as possible. However, agencies may permit a longer period of administrative leave in individual cases when, in their judgment, the circumstances justify.

[illegible]

Part M–713

Equal Opportunity

If the United States is attacked file this page in book III of FPM Supplement- 9901, in front of part 713.

Effective upon an attack on the United States and until further notice:

a. Section 713.215, the second sentence of subsection 713.217(c), the third and fourth sentences of section 713.220(a), section 713.221(d); and

b. Sections 713.231, 713.232, 713.233, 713.234, 713.235, and 713.236 are suspended.

Part M-731

Suitability

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 731.

Effective upon an attack on the United States and until further notice:

a. Subpart D of part 731 is suspended.

[illegible]

[illegible]

[illegible]

[illegible]

Part M–732

Personnel Security and Related Programs

If the United States is attacked file this page in book III of FPM Supplement 990–1, in front of part 732.

Effective upon an attack on the United States and until further notice:

a. Part 732 is suspended.

Part M-733

Political Activities of Federal Employees

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 733.

Effective upon an attack on the United States and until further notice:

a. The third sentence of subsection 733.202(b) and sections 733.203 and 733.204 of subpart B are suspended.

Part M–736

Investigations

If the United States is attacked file this page in book III of FPM Supplement 990–1, in front of part M–750.

Effective upon an attack on the United States and until further notice:
a. Part M–736 is added to the Commission's regulations.

SUBPART A. GENERAL PROVISIONS

SEC.

M–736.101 Agency authority to defer for limited periods the initiation of investigation under subsection 3(a) of Executive Order 10450

M–736.102 Authority of agency head to delegate his authority under subsection 3(b) of Executive Order 10450 to fill sensitive positions without a completed preappointment investigation

SUBPART A. GENERAL PROVISIONS

Sec. M–736.101. **Agency authority to defer for limited periods the initiation of investigation under subsection 3(a) of Executive Order 10450.** (a) When the head of a department or agency, or a person to whom he has delegated the authority, determines that emergency conditions make it impracticable, in the appointment of civilian officers or employees in the department or agency, to meet the standards for investigation in subsection 3(a) of Executive Order No. 10450, he may, if he determines such action to be necessary in the national interest, defer the initiation of investigation or require only whatever investigation he may find feasible under the circumstances, but as soon as conditions permit, he shall cause the investigation required by subsection 3(a) to be conducted or completed.

(b) The head of a department or agency, or a person to whom he has delegated the authority, may use the authority provided in paragraph (a) of this section when communications with the Commission are disrupted because of disaster conditions, or when the Commission defers or discontinues temporarily the obtaining of investigative information from the sources specified in subsection 3(a) of Executive Order No. 10450 because it is not feasible to obtain the information under the emergency conditions.

Sec. M–736.102. **Authority of agency head to delegate his authority under subsection 3(b) of Executive Order No. 10450 to fill sensitive positions without a completed preappointment investigation.** An agency head may delegate his authority in subsection 3(b) of Executive Order No. 10450 to fill a sensitive position for a limited period, in case of emergency, with a person on whom a full field preappointment investigation has not been completed.

Part M–750

Discipline and Adverse Actions (General)

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part M-752.

Effective upon an attack on the United States and until further notice:

a. Part M–750 is added to the Commission's regulations.

SUBPART A. REQUIREMENTS IN TAKING ADVERSE ACTIONS

Sec.

M–750.101 Procedure for taking adverse action in a disaster situation

SUBPART A. REQUIREMENTS IN TAKING ADVERSE ACTIONS

Sec. M–750.101. **Procedure for taking adverse action in a disaster situation.** All procedural requirements for taking adverse actions are hereby suspended during a period of disaster except that the employee concerned shall be furnished a written statement setting forth the action taken and explaining why it has been taken. This explanation shall consist, as a minimum, of the agency's conclusions as to the deficiencies of performance or conduct or the other bases for the action.

Part M–752

Adverse Actions by Agencies

If the United States is attacked file this page in book III of FPM Supplement 990–1, in front of part 752.

Effective upon an attack on the United States and until further notice:

a. The third sentence of subsection 752.202(e)(3), items (2), (3), (4), (5), and (6) of subsection 752.202(f) and sections 752.203, 752.204, and 725.205 of subpart B, the last two phrases in the third sentence of subsection 752.302(c) and section 752.304 of subpart C, and section 752.401 of subpart D are suspended and

b. Part M–752 is added to the Commission's regulations.

SUBPART A. GENERAL PROVISIONS
Sec.
M–752.101 Applicability to emergency-indefinite employee

SUBPART A. GENERAL PROVISIONS

Sec. M–752.101. **Applicability to emergency-indefinite employee.** The term *indefinite employee* in part 752 of the Commission's regulations includes an employee serving under an emergency-indefinite appointment.

Part M-754

Adverse Actions by the Commission

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 754.

Effective upon an attack on the United States and until further notice:

a. The last clause in the first sentence of section 754.104 and section 754.105 of subpart A are suspended.

Part M-770

Appeals and Other Remedies (General)

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part M-771.

Effective upon an attack on the United States and until further notice:
a. Part M-770 is added to the Commission's regulations.

SUBPART A. GENERAL PROVISIONS
Sec.
M-770.101 Suspending appeals requirements

SUBPART A. GENERAL PROVISIONS

Sec. M-770.101. **Suspending appeals requirements.** (a) All requirements in laws, Executive orders, rules, and regulations for the consideration or reconsideration of pending appeals and for the acceptance of new appeals or requests for reconsideration are suspended, except that this suspension shall not apply to appeals provisions which are specifically designated as effective upon or following an attack on the United States.

(b) Decisions made and actions taken to meet the requirements of the emergency situation will be subject to later appeal only if they involve matters of substance.

(c) Decisions on these later appeals for restoration of substantive rights that were disregarded because of the provisions of this section shall not have retroactive effect unless the action appealed was unreasonable and unnecessary under the emergency conditions existing at the time the action was taken.

(d) This section shall not apply to appeals requirements in laws, Executive orders (other than Executive Order 10987), rules, or regulations (other than agency appeals systems established under Executive Order 10987) which are administered by an agency other than the Commission.

Part M-771

Employee Grievances and Administrative Appeals

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 771.

Effective upon an attack on the United States and until further notice:

a. Part 771 is suspended.

Part M-772

Appeals to the Commission

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 772.

Effective upon an attack on the United States and until further notice:

a. Part 772 is suspended.

Part M-831

Retirement

If the United States is attacked file these pages in book III of FPM Supplement 990-1, in front of part 831.

Effective upon an attack on the United States and until further notice:

a. Sections 831.107, 831.1111, and 831.1205 and subsections 831.502 (b)(1) and (2) and (c)(1) and (2) of part 831 are suspended and

b. Part M-831 is added to the Commission's regulations.

SUBPART A. ADMINISTRATION AND GENERAL PROVISIONS

Sec.

M-831.101 Suspending valuations of the Civil Service Retirement System

SUBPART D. VOLUNTARY CONTRIBUTIONS

M-831.401 Suspending the receipt of voluntary contributions

SUBPART E. ELIGIBILITY FOR RETIREMENT

M-831.501 Suspending the requirement (a) for annual medical checkups of and income reports by disability annuitants and (b) that annuity payments stop when disability annuitants recover or are restored to earning capacity

M-831.502 Providing salary retention for employees demoted to lower grade positions in lieu of disability retirement.

M-831.503 Continued eligibility for disability retirement after change of position in lieu of disability retirement.

M-831.504 Initial medical examination for disability retirement.

SUBPART G. COMPUTATION OF ANNUITIES

M-831.701 Deferring the adjudication of claims to make deposits and redeposits and suspending the receipt of payments on deposits and redeposits

SUBPART A. ADMINISTRATION AND GENERAL PROVISIONS

Sec. M-831.101. **Suspending valuations of the Civil Service Retirement System.** The provision in section 8347 of title 5, United States Code, requiring valuations of the Retirement System at intervals of five years, or oftener if deemed necessary by the Civil Service Commission, is suspended.

SUBPART D. VOLUNTARY CONTRIBUTIONS

Sec. M-831.401. **Suspending the receipt of voluntary contributions.** The provisions of section 8343 of title 5, United States Code, and of subpart D of part 831 of the Commission's regulations relating to receipt of voluntary contributions to the retirement fund are inoperative until an employee retires.

SUBPART E. ELIGIBILITY FOR RETIREMENT

Sec. M-831.501. **Suspending the requirement (a) for annual medical checkups of and income reports by disability annuitants and (b) that annuity payments stop when disability annu-**

itants recover or are restored to earning capacity. The provisions in section 8337 of title 5, United States Code which require (a) each disability annuitant who has not attained age 60 to be examined, and to report his income from wages and self-employment, annually under the direction of the Commission and (b) cessation of annuity payments to annuitants who during the emergency recover or are restored to earning capacity, are suspended.

Sec. M–831.502. **Providing salary retention for employees demoted to lower grade positions in lieu of disability retirement.** No decrease shall be made in the salary of an employee by reason of his change to a lower grade position in lieu of disability retirement.

Sec. M–831.503. **Continued eligibility for disability retirement after change of position in lieu of disability retirement.** Any Commission instructions which void an employee's eligibility for disability retirement based on his inability to perform the duties of his position when he accepts reassignment to a position for which he is medically qualified, are suspended.

Sec. M–831.504. **Initial medical examination for disability retirement.** The requirement of section 831.502(a) for initial medical examination is waived when disaster conditions prevent the obtaining of professional medical service in connection with disability claims.

SUBPART G. COMPUTATION OF ANNUITIES

Sec. M–831.701. **Deferring the adjudication of claims to make deposits and redeposits and suspending the receipt of payments on deposits and redeposits.** The adjudication of claims to make deposits or redeposits to the retirement fund is deferred, and the provisions of section 8334 of title 5, United States Code permitting receipt of payments on a deposit or redeposit are inoperative, until an application for retirement or death benefits is received by the Commission.

Part M-870

Life Insurance

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 870.

Effective upon an attack on the United States and until further notice:

a. Section 870.205 of subpart B is suspended.

Part M-871

Optional Life Insurance

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 871.

Effective upon an attack on the United States and until further notice, section 871.206 of part 871 is suspended.

Part M-890

Federal Employees Health Benefits

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 890.

Effective upon an attack on the United States and until further notice:

a. Subsections 890.103 (a) and (b) of part 890 are suspended.

Part M-891

Retired Federal Employees Health Benefits

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 891.

Effective upon an attack on the United States and until further notice:

a. Subsection 891.105(a) of part 891 is suspended.

Part M-930

Programs for Specific Positions and Examinations (Miscellaneous)

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 930.

Effective upon an attack on the United States and until further notice:
- a. Subparts A and B are suspended, and
- b Part M-930 is added to the Commission's regulations.

SUBPART B. APPOINTMENT, PAY, AND REMOVAL OF HEARING EXAMINERS

Sec. M-930.201 Removal of hearing examiners

SUBPART B. APPOINTMENT, PAY, AND REMOVAL OF HEARING EXAMINERS

Sec. M-930.201. **Removal of hearing examiners.** The provisions of section 7521 of title 5, United States Code, are suspended.

Part M-990

General and Miscellaneous

If the United States is attacked file this page in book III of FPM Supplement 990-1, in front of part 990.

Effective upon an attack on the United States and until further notice:

a. Subpart A of part 990 is suspended.

U.S. GOVERNMENT PRINTING OFFICE : 1970 O - 390-546 (1)

UNITED STATES
CIVIL SERVICE COMMISSION

SR 351.1
gU48f

4268

FPM SUPP. 990-3
INSTALLMENT 1

NEW YORK STATE LIBRARY
MAR 10 1967
GOVERNMENT DOCUMENTS

UNITED STATES CIVIL SERVICE COMMISSION

FEDERAL PERSONNEL MANUAL SYSTEM

SUPPLEMENT INSTALLMENT

Washington, D.C. 20415
February 13, 1967

FPM SUPPLEMENT 990-3, National Emergency Standby Regulations and Instructions—Personnel and Manpower

TABLE OF CHANGES

Remove		Insert	Explanation of changes
Page	Identification	Page	
831-R-1 831-R-2		831-R-1 831-R-2	Adds to subpart E of Part M-831, Retirement, new sections M-831.502, Suspending consideration of an employee's application for immediate annuity because of disability based on the employee's inability top erform useful and efficient service in his current position; and M-831.503, Providing salary retention for employees demoted to lower grade positions in lieu of disability retirement.

DISTRIBUTION: FPM Supp. 990-3

FPM SUPP. 990-3
INSTALLMENT 2

UNITED STATES CIVIL SERVICE COMMISSION

FEDERAL PERSONNEL MANUAL SYSTEM

SUPPLEMENT INSTALLMENT

Washington, D.C. 20415
May 15, 1970

FPM SUPPLEMENT 990-3, National Emergency Standby Regulations (Personnel and Manpower)

TABLE OF CHANGES

Remove		Insert	Explanation of changes
Page	Identification	Page	
Cover	Original supplement and installment 1	New cover	Revises and updates the Commission's emergency standby regulations, in their entirety.
Entire supplement		Entire supplement	

1/19/72

DISTRIBUTION: FPM Supplement 990-3

LR unck
SR351.1
JU 48 f

NEW YORK STATE LIBRARY
SEP 3 1971
GOVERNMENT DOCUMENTS
DEPOS
605 6

UNITED STATES CIVIL SERVICE COMMISSION

FEDERAL PERSONNEL MANUAL SYSTEM

SUPPLEMENT INSTALLMENT

Washington, D.C. 20415
July 23, 1971

FPM SUPPLEMENT 990-3, National Emergency Standby Regulations (Personnel and Manpower)

TABLE OF CHANGES

Remove		Insert	Explanation of changes
Page	Identification	Page	
1 through 7	Inst. 2	1 through 7	Revises and updates the Commission's emergency standby regulations to correspond with changes made in the current regulations, to shift regulations from part M-402 to parts M-311 and M-336, to provide for suspension of statutory limitations on Canal Zone tropical differentials (M-591) and foreign post differentials (M-592), and to authorize payroll allotments for employees whose dependents because of emergency conditions cannot reside in the area of his emergency assignment.
9 through 11	Inst. 2	9 through 11	
M-290-1	Inst. 2	M-290-1	
M-303-1 M-303-2	Inst. 2	M-303-1 M-303-2	
M-307-1	Inst. 2	M-307-1	
		M-311-1	
M-312-1	Inst. 2	M-312-1	
M-316-1 M-316-2	Inst. 2	M-316-1 M-316-2	
M-330-1 M-330-2	Inst. 2	M-330-1 M-330-2	
M-333-1 M-333-2	Inst. 2	M-333-1 M-333-2	

(*Continued on next page*)

DISTRIBUTION: FPM Supp. 990-3

TABLE OF CHANGES—Continued

Remove		Insert	Explanation of changes
Page	Identification	Page	
		M-336-1 M-336-2	
M-352-1 M-352-2	Inst. 2	M-352-1 M-352-2	
M-353-1	Inst. 2	M-353-1	
M-402-1 M-402-2	Inst. 2		
M-511-1	Inst. 2	M-511-1	
M-550-1	Inst. 2	M-550-1	
M-591-1	Inst. 2	M-591-1	
		M-592-1	
M-610-1	Inst. 2	M-610-1	
M-713-1	Inst. 2	M-713-1	
M-733-1	Inst. 2	M-733-1	
M-750-1	Inst. 2	M-750-1	
M-752-1	Inst. 2	M-752-1	
M-754-1	Inst. 2	M-754-1	
M-930-1	Inst. 2	M-930-1	

R 1/19/72

SR 351.1
qU48f

DEPOS
625 3

UNITED STATES CIVIL SERVICE COMMISSION

FEDERAL PERSONNEL MANUAL SYSTEM

SUPPLEMENT INSTALLMENT

NEW YORK STATE LIBRARY
JAN 25 1972
GOVERNMENT DOCUMENTS

Washington, D.C. 20415
December 30, 1971

FPM SUPPLEMENT 990-3, National Emergency Standby Regulations (Personnel and Manpower)

TABLE OF CHANGES

Remove		Insert	Explanation of changes
Page	Identification	Page	
5 6 7	Inst. 3	5 6 7	Updates emergency standby regulations to reflect revisions in the Commission's current regulations.
9 10	Inst. 3	9 10	
M-300-1	Inst. 2	M-300-1	
M-332-1	Inst. 2	M-332-1 M-332-2	
M-333-1 M-333-2	Inst. 3	M-333-1	
M-334-1	Inst. 2		

HC
2/9/72

DISTRIBUTION: FPM Supp. 990-3

PM 1.14/3:990-2/inst.89
Federal Personnel Manual Sy...

R

Office of Personnel Management
Federal Personnel Manual System

FPM Supp. 990-2
Inst. 89

FPM Supplement

990-2, Hours of Duty, Pay and Leave, Annotated

Installment 89

Washington, D.C. 20415
February 4, 1991

Table of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
530-D-3 through 530-D-124	Inst. 88	530-D-3 through 530-D-358	This installment notifies agencies of OPM's annual review of existing special salary rates, authorized under 5 U.S.C. 5303, which were reviewed to comply with E.O. 11721.

Distribution: FPM Supplement 990-2

PM 1.14/3:990-2/inst.90
Federal Personnel Manual Su...

1 91 0504

R

Federal Personnel Manual System

FPM Supplement 990-2, Hours of Duty, Pay, and Leave, Annotated

Installment 90

Washington, D.C. 20415
June 10, 1991

Table of Changes

Remove		Insert	Explanation of Changes
Page	*Identification*	*Page*	
630-2.01	Inst. 78	630-2.01	Updates contents page.
630-51 630-52 630-53 through 630-54.01	Inst. 29		Deletes subchapter S11. Subchapter S11 has been revised and issued as FPM Chapter 630, subchapter 11, Excused Absence.

Distribution: FPM Supplement 990-2